

# Electronic Goods Purchase Order

Purchase Order No. \_\_\_\_\_

Date \_\_\_\_\_

## Supplier

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

## Retailer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

## Order Details

No.	Product Description	Model / SKU	Quantity	Unit Price	Total
1					
2					
3					
Subtotal					
Tax					
<b>Grand Total</b>					

## Shipping & Payment

Shipping Address: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Remarks / Special Instructions: \_\_\_\_\_

Authorized by (Retailer): \_\_\_\_\_

Date: \_\_\_\_\_

Confirmed by (Supplier): \_\_\_\_\_

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Date: \_\_\_\_\_