

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 | | | | | |
| Grand Total | | | | | |

Shipping & Payment

Shipping Address:

Delivery Date:

Payment Terms:

Remarks / Special Instructions:

Authorized by (Retailer):

Date:

Confirmed by (Supplier):

Date: _____