

Purchase Order

Electronics Store Name

Address Line 1

Address Line 2

Phone: _____

Email: _____

PO Number: _____**Date:** _____**Supplier Details:**

Name: _____

Address: _____

Phone: _____

Email: _____

Order For:

Name: _____

Address: _____

Phone: _____

Email: _____

Items Ordered:

#	Description	Brand	Model	Qty	Unit Price	Amount
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____

Subtotal _____

Tax (%) _____

Total _____**Terms & Conditions:**

- Goods must be delivered by: _____
- Payment terms: _____
- Warranty: _____
- Other: _____

Authorized Signature (Store) _____

Authorized Signature (Supplier) _____