

Jewelry Store Purchase Order

Supplier Information

Supplier Name:

Address:

Phone:

Email:

Store Information

Store Name:

Address:

Phone:

Email:

Order Details

PO Number:

Date:

Expected Delivery:

Order Items

| # | Description | Product Code | Material | Carat/Weight | Quantity | Unit Price | Total Price |
|---|-------------|--------------|----------|--------------|----------|------------|-------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |

Subtotal

Tax

Shipping

Total

Remarks / Special Instructions

Authorized Signature