

# Planned Purchase Order

Planned PO Number

Date Issued

Supplier Name

Supplier Contact

Buyer Name

Buyer Contact

Delivery Address

## Planned Items for Future Delivery

Item Code	Description	Planned Quantity	UOM	Unit Price	Planned Delivery Date

## Terms & Conditions

Payment Terms

Delivery Terms

Other Notes

Authorized Signature (Buyer)

\_\_\_\_\_

Date

Authorized Signature (Supplier)

\_\_\_\_\_

Date

