

Purchase Order

PO No.		Date	
Reference		Terms	

Buyer

Company Name	
Address	
Contact	

Supplier

Company Name	
Address	
Contact	

Order Details

Item No.	Description	Quantity	Unit	Unit Price	Total
Grand Total					

Delivery Schedule (Staggered Shipments)

Shipment No.	Delivery Date	Item(s)	Quantity	Destination	Remarks

Notes / Special Instructions

Prepared by:

Checked/Verified by:

Approved by:
