

# Purchase Order

PO Number: \_\_\_\_\_

Date: \_\_\_\_\_

Supplier Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Buyer: \_\_\_\_\_

Contact: \_\_\_\_\_

## Supplier Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Shipping Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Order Details

#	Item Description	SKU / Part No.	Quantity	Unit	Unit Price	Total
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
Subtotal						_____
Tax						_____
Total Amount						_____

## Delivery Terms

Delivery Date: \_\_\_\_\_

Incoterms: \_\_\_\_\_

## Payment Terms

\_\_\_\_\_

## Remarks / Special Instructions

\_\_\_\_\_

\_\_\_\_\_  
Authorized By

Name: \_\_\_\_\_

Supplier Confirmation

Name: \_\_\_\_\_