

Purchase Order

PO Number: _____

Date: __ / __ / __

Vendor:

Address: _____

Phone: _____

Buyer:

Address: _____

Phone: _____

Order Details

Description	Qty	Unit Price	Total
		Subtotal	_____
		Tax	_____
		Total	_____

Advance Payment Terms:

An advance payment of ____ % of the total order value is required upon confirmation of this Purchase Order. Remaining balance to be paid upon delivery of goods/services as per the terms specified herein.

Delivery Date: __ / __ / __, Delivery Address: _____

Other Terms & Conditions:

- All goods must conform to specifications stated above.
- Any discrepancies must be reported within 3 working days after delivery.
- This PO is valid only upon signature by both parties.

Authorized Signature (Buyer):

Name: _____

Date: __ / __ / __

Authorized Signature (Vendor):

Name: _____

Date: __ / __ / __