

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: __ / __ / ____