

Purchase Order

PO No. _____

Date _____

Vendor _____

Contact _____

Ship To _____

Attention _____

Order Details

Item No.	Description	Quantity	Unit	Unit Price	Total	Country of Origin
Grand Total						

Shipping & Payment

Incoterms _____

Payment Terms _____

Currency _____

Port of Loading _____

Port of Discharge _____

Delivery Time _____

Remarks _____

Authorized Signatures

For Buyer

Name: _____

Title: _____

For Supplier

Name: _____

Title: _____