

# Purchase Order

PO No. \_\_\_\_\_

Date \_\_\_\_\_

Vendor \_\_\_\_\_

Contact \_\_\_\_\_

Ship To \_\_\_\_\_

Attention \_\_\_\_\_

## Order Details

| Item No.           | Description | Quantity | Unit | Unit Price | Total | Country of Origin |
|--------------------|-------------|----------|------|------------|-------|-------------------|
|                    |             |          |      |            |       |                   |
|                    |             |          |      |            |       |                   |
| <b>Grand Total</b> |             |          |      |            |       |                   |

## Shipping & Payment

Incoterms \_\_\_\_\_

Payment Terms \_\_\_\_\_

Currency \_\_\_\_\_

Port of Loading \_\_\_\_\_

Port of Discharge \_\_\_\_\_

Delivery Time \_\_\_\_\_

Remarks \_\_\_\_\_

## Authorized Signatures

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For Buyer

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

Title: \_\_\_\_\_

For Supplier

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

Title: \_\_\_\_\_