

Purchase Order (PO)

Supplier Information

Name: _____
Address: _____
Contact: _____

Manufacturer Information

Name: _____
Address: _____
Contact: _____

Order Details

PO Number: _____
Date: _____

Raw Materials Ordered

#	Material Description	Material Code	Unit	Quantity	Unit Price	Total
1						
2						
3						
Grand Total						

Delivery Instructions

Delivery Date: _____
Delivery Address: _____

Terms & Conditions

1. All materials must meet specifications stated.
2. Any discrepancy must be reported within 2 days of receipt.
3. Payment terms: _____
4. Other terms: _____

Authorized Signature (Manufacturer)

Date: _____

Authorized Signature (Supplier)

Date: _____