

# 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: \_\_\_\_\_