

# Standard Purchase Order

PO Number:

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Date:

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Supplier Name:

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Supplier Address:

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Buyer Name:

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Company Name:

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Bill To:

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Ship To:

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## Order Details

#	Description of Goods / Services	Quantity	Unit	Unit Price	Total
1	_____	____	____	____	____
2	_____	____	____	____	____
3	_____	____	____	____	____
Subtotal					_____
Tax					_____
Grand Total					_____

## Terms & Conditions

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Delivery Date:

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Payment Terms:

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Incoterms:

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Contact Person:

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Contact Email:

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Contact Phone:

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Authorized Signature (Buyer)

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Authorized Signature (Supplier)