

# Purchase Order

Order No: \_\_\_\_\_  
Date: \_\_\_\_\_  
Supplier: \_\_\_\_\_

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

No.	Description	Quantity	Unit	Unit Price	Total
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Subtotal \_\_\_\_\_  
Tax \_\_\_\_\_  
**Total** \_\_\_\_\_

**Terms & Conditions:**

- Payment due within \_\_\_\_\_ days upon receipt.
- All goods/services are subject to inspection and approval.
- Refer to attached documents for specifications (if any).

\_\_\_\_\_  
Authorized By

\_\_\_\_\_  
Supplier Acceptance

\_\_\_\_\_  
Date