

# Purchase Order Acknowledgment

Supplier:

Contact:

P.O. Number:

Date:

Buyer:

Contact:

## Order Details

Item	Description	Quantity	Unit Price	Total

Delivery Date:

Shipping Method:

Terms & Conditions:

We hereby acknowledge receipt of your Purchase Order as outlined above. All terms, conditions, and specifications are accepted and will be fulfilled as agreed.

\_\_\_\_\_  
Supplier Authorized Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Buyer Authorized Signature

Date: \_\_\_\_\_