

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: _____