

Purchase Order Outline

Corporate Transactions

1. Purchase Order Details

PO Number	Date
Supplier Name	Supplier Address
Contact Person	Contact Number
Buyer Name	Buyer Address

2. Order Information

Item Description	Quantity	Unit Price	Total
			Subtotal
			Taxes
			Total Amount

3. Delivery Information

- Delivery Address:
- Delivery Date:
- Shipping Method:
- Terms of Delivery:

4. Payment Terms

- Payment Method:
- Payment Due Date:
- Other Payment Conditions:

5. Additional Terms and Conditions

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6. Approvals

Prepared By	Reviewed By	Approved By
Signature: Date:	Signature: Date:	Signature: Date: