

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: