

# Standardized Purchase Order Agreement Form

## PURCHASE ORDER DETAILS

Purchase Order No.	_____	Date	_____
Vendor Name	_____	Vendor Number	_____
Buyer Name	_____	Buyer Number	_____

## ORDER ITEMS

No.	Item Code	Description	Qty	Unit Price	Total
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
Subtotal		_____	Tax		_____
Shipping		_____	Grand Total		_____

## DELIVERY & PAYMENT

Delivery Address	_____
Delivery Date	_____
Payment Terms	_____

## OTHER NOTES

\_\_\_\_\_

## AGREEMENT & SIGNATURES

By signing below, both parties agree to the terms and conditions of this purchase order.

\_\_\_\_\_  
Authorized Signature (Buyer)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Signature (Vendor)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

