

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

