

Purchase Order Agreement

Purchase Order No.: _____

Date: _____

Buyer:

Name: _____

Address: _____

Contact: _____

Seller:

Name: _____

Address: _____

Contact: _____

Order Details

Description of Goods/Services	Quantity	Unit Price	Total Price
_____	_____	_____	_____
_____	_____	_____	_____

Total Amount: _____

Payment Terms: _____

Delivery Date: _____

Delivery Location: _____

Other Terms & Conditions:

Agreement

The parties agree to the terms and conditions stated above and acknowledge that this document constitutes a binding purchase order agreement.

Buyer Signature:

Name: _____

Title: _____

Date: _____

Seller Signature:

Name: _____

Title: _____

Date: _____