

PURCHASE ORDER

PO No. PO-0001
Order date 2026-10-11
Delivery by 2026-10-25
Payment terms Net 30
Shipping Ground freight

VENDOR	BILL TO	SHIP TO
Example Supplies Ltd	Sample Buyer Co	Sample Buyer Co, warehouse
12 Sample Street	34 Placeholder Road	9 Depot Lane
Example City	Anytown	Anytown

Item code	Description	Qty	Unit price	Amount
A-100	Steel shelving unit	4	\$129.50	\$518.00
B-220	Packing tape, 6 rolls	10	\$7.25	\$72.50
C-310	Pallet wrap	6	\$18.00	\$108.00
Subtotal				\$698.50
Tax (8%)				\$55.88
Shipping				\$45.00
Total				\$799.38

NOTES
Please confirm receipt of this order and the delivery date.

Authorized by (name and signature)

Date