

PURCHASE ORDER

PO number	[PO-2026-0001]	Date	[Date]
Buyer	[Company, address, contact]	Vendor	[Supplier name, address]
Ship to	[Address, dock hours]	Required by	[Date]
Payment terms	[Net 30]	Requested by	[Name]

Item / SKU	Description	Qty	Unit price	Amount
A-100	Printer paper, 10 reams	2	42.5	85
B-220	Toner cartridge	3	68	204
Total				289

Subtotal	289
Discount	0
Tax rate %	0
Tax	0
Shipping	0
Total	289

Please reference the PO number on all invoices, packing slips and correspondence.

Authorised by		Date	
---------------	-------------	------	-------------