

# PURCHASE ORDER

GLOBAL PROCUREMENT LTD.

1200 Market Street

Dallas, TX 75202

Phone: (214) 555-9832

Fax: (214) 555-9833

Website: [www.templatelab.com](http://www.templatelab.com)

DATE 23/09/202

PO # 110000

**VENDOR**

BlueLine Industrial Supplies  
Karen Mitchell — Sales Manager  
845 Riverbend Avenue  
Houston, TX 77007  
Phone: (832) 555-1286  
Fax: (832) 555-1287

**SHIP TO**

John Reynolds  
Global Procurement Ltd. —  
1200 Market Street  
Dallas, TX 75202  
(214) 555-9830

**SHIPPING TERMS**

Cost, Insurance &amp; Freight

**SHIPPING METHOD**

FEDEX

**DELIVERY DATE**

23/09/2025

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
12345478	Small part for FUJITSU inverter	10	\$25.00	\$250.00
87654321	Lighting adapter	1	\$75.00	\$75.00

**Comments or Special Instructions**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros.

SUBTOTAL

\$325.00

TAX

10%

SHIPPING

\$1,000.00

**TOTAL****\$1,357.50**