

PURCHASE ORDER

Contoso Corporation
123 Business Park Drive
Seattle, WA 98101

PO Number: PO-2025-0089
Date: November 15, 2025
Required By: December 5, 2025

Vendor:
ACME Corporation
456 Industrial Way
Portland, OR 97201

Ship To:
Contoso Corporation
Receiving Dock A
123 Business Park Drive
Seattle, WA 98101

Line	Description	Qty	Unit Price	Amount
1	Dell OptiPlex 7090 Desktop	25	\$425.00	\$10,625.00
2	Dell U2722D 27" Monitor	25	\$349.99	\$8,749.75
3	Logitech MX Master 3 Mouse	25	\$99.99	\$2,499.75
			PO Total:	\$21,874.50

Terms & Conditions:
Payment Terms: Net 30
Shipping: FOB Destination
Ref: Master Agreement MA-2024-001

Notes:
Q4 IT Refresh - Engineering Department
Approved by: David Kim, IT Director

Authorized Signature
Michael Torres, Procurement Manager
Date: November 15, 2025