

PURCHASE ORDER

Contoso Corporation
123 Business Park Drive
Seattle, WA 98101

PO Number: PO-2025-0095
Date: December 1, 2025
Required By: December 20, 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	HP LaserJet Pro M404dn Printer	5	\$349.00	\$1,745.00
2	HP 58A Black Toner Cartridge (10-pack)	5	\$189.99	\$949.95
3	Ergonomic Office Chair - Executive	10	\$425.00	\$4,250.00
4	Standing Desk Converter	10	\$289.99	\$2,899.90

PO Total: \$9,844.85

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

Notes:
Office Furniture Refresh - Finance Department
Approved by: Jennifer Walsh, CFO

Authorized Signature
Michael Torres, Procurement Manager
Date: December 1, 2025