

# 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

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Authorized Signature

Michael Torres, Procurement Manager  
Date: December 1, 2025