

PURCHASE ORDER
PO Number: PO-2024-1234

Vendor	Office Supplies Plus
Order Date	March 10, 2024
Delivery Date	May 10, 2024
Contract Type	Purchase Order
Payment Terms	NET 45

Item Description	Amount
Office furniture and equipment	\$15,000

Terms: Goods and services must be delivered as specified. Payment will be processed according to the terms listed above. Any discrepancies must be reported within five business days.