

PURCHASE ORDER

PO Number: PO-2024-004 Date: 2025-12-29

Ordered By: ACME Corporation Delivery Date: 2026-01-12

Vendor: **GLOBAL SUPPLIES**
123 Business St
New York, NY 10001
USA

Ship To: **ACME Corporation**
456 Customer Ave
Los Angeles, CA 90001
USA

Item #	Description	Qty	Unit Price	Total
001	Office Desk	10	\$350.00	\$3500.00
002	Office Chair	10	\$200.00	\$2000.00
003	Monitor	10	\$300.00	\$3000.00

Subtotal: \$8,500.00

Tax (8%): \$680.00

Amount Due: **\$9,180.00**