

PURCHASE ORDER

Global Tech Industries

Official Purchase Order Document

PURCHASE ORDER #
PO-2024-001
ORDER DATE
January 15, 2024
REQUIRED BY
February 15, 2024

ORDER INFORMATION

BUYER (SHIP TO)

Global Tech Industries
456 Tech Park Dr
San Francisco, CA 94105
USA

Phone: +1 (555) 987-6543
Email: accounts@globaltech.com

SUPPLIER (VENDOR)

Office Supplies Inc.
321 Supply Chain Blvd
Dallas, TX 75201
USA

Phone: +1 (555) 369-2580
Email: orders@officesupplies.com

Delivery Address

456 Tech Park Dr
San Francisco, CA 94105
USA

PAYMENT TERMS:
Net 30 days

ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
DESK-001	Ergonomic Office Desk - Standing	10	\$599.00	\$5990.00
CHAIR-002	Executive Office Chair - Leather	10	\$449.00	\$4490.00
MON-003	27" 4K Monitor	20	\$399.00	\$7980.00

Subtotal:	\$18460.00
Tax:	\$1476.80
Shipping:	\$250.00
Total:	\$20186.80

NOTES

Please deliver between 9 AM - 5 PM. Loading dock access available.