

# PURCHASE ORDER

**ISSUED BY:**

Global Procurement Systems Inc.  
1234 Business Avenue  
New York, NY 10001  
Tel: (555) 123-4567

<b>PO Number:</b>	PO-2024-01016	<b>Date:</b>	2025-09-28
<b>Vendor:</b>	Quality Manufacturing	<b>Vendor ID:</b>	V-1006
<b>Buyer:</b>	Andrew Williams	<b>Department:</b>	IT
<b>Delivery Date:</b>	2025-10-11	<b>Currency:</b>	USD

**Delivery Address:**

609 Vega Springs, Johnmouth, MH 40516

Item Code	Description	Qty	Unit Price	Total
OS-004	Whiteboard 6x4 ft	15	\$153.04	\$2295.60
IN-003	Safety Harness Kit	1	\$209.89	\$209.89

<b>Subtotal:</b>	\$2505.49
<b>Tax:</b>	\$250.55
<b>GRAND TOTAL:</b>	<b>\$2756.04</b>

*Terms & Conditions: This purchase order is subject to our standard terms and conditions. Please acknowledge receipt and confirm delivery schedule within 24 hours.*