

# PURCHASE ORDER

**TechCorp Industries Inc.**  
123 Business Street  
San Francisco, CA 94102  
Phone: (555) 123-4567

PO Number:	PO-2024-99999	Order Date:	2025-12-19
Vendor:	Advanced Tech Solutions Ltd	Delivery Date:	2026-01-18
Vendor ID:	V-8888	Payment Terms:	Net 30
Buyer:	Emily Chen	Department:	Research & Development
Contact:	emily.chen@techcorp.com	Currency:	USD

## Order Items

Item #	Description	Qty	Unit Price	Total
001	High-Performance Server Rack (42U)	5	\$2,450.00	\$12,250.00
002	Enterprise SSD Storage (2TB)	20	\$385.00	\$7,700.00
003	Network Switch (48-Port Gigabit)	8	\$892.50	\$7,140.00
004	UPS Battery Backup (3000VA)	6	\$675.00	\$4,050.00
005	Fiber Optic Cables (100m)	15	\$125.00	\$1,875.00

Subtotal: \$33,015.00

Tax (8%): \$2,641.20

Shipping: \$500.00

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**Total Amount:** **\$36,156.20**

**Special Instructions:**

- Delivery must be made to Building A, Loading Dock 3
- All items must be packaged individually
- Installation services required for server racks
- Quality inspection will be performed upon delivery

**Authorized by:** Emily Chen, Procurement Manager

**Date:** 2025-12-19