

PURCHASE ORDER

GLOBAL PROCUREMENT SYSTEMS INC.

1234 Business Avenue, Suite 500
New York, NY 10001
Phone: (555) 123-4567 | Email: procurement@gps.com

PO Number:	PO-2024-01025	PO Date:	2025-11-04
Vendor:	Industrial Components Inc	Vendor ID:	V-1004
Buyer:	Jessica Hall	Department:	Manufacturing
Delivery Date:	2025-11-14	Currency:	USD

Delivery Address:
47255 Marsh Roads Apt. 647, Jacobborough, MD 60728

ORDER DETAILS

Item Code	Description	Qty	Unit Price	Total
OS-002	Standing Desk Adjustable	8	\$464.12	\$3712.96
OS-003	Printer Paper A4 (5 Reams)	7	\$38.54	\$269.78

Subtotal:	\$3982.74
Tax:	\$199.14
TOTAL:	\$4181.88

This is a legally binding purchase order. Please confirm receipt and expected delivery date.