

Purchase Order

Acme Corp
123 Business St, Commerce City, CA 90001
Phone: (555) 123-4567
Email: contact@acmecorp.com

Purchase Order No: PO-2025-001
Date: June 23, 2025

To:

Global Supplies Ltd
456 Trade Ave, Industry Town, NY 10001
Phone: (555) 987-6543
Email: sales@globalsupplies.com

Item	Description	Qty	Unit Price	Total
1	Office Chairs (Ergonomic)	10	\$150.00	\$1,500.00
2	A4 Printer Paper (500 sheets)	20	\$25.00	\$500.00
3	LED Desk Lamps	5	\$40.00	\$200.00
Subtotal				\$2,200.00
Tax (8%)				\$176.00
Total				\$2,376.00

Terms Conditions:

1. Payment due within 30 days from invoice date.
2. Please quote PO-2025-001 on all correspondence.
3. Delivery expected by July 10, 2025 to 123 Business St, Commerce City, CA 90001.
4. Contact contact@acmecorp.com for any queries.

Authorized Signature:

Name: Jane Smith Title: Procurement Manager Date: June 23, 2025