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| <Company Name> | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| <Company Address> <Company Address> <Phone Number> >Email Address> <Website URL> | |  |  | | | | **PURCHASE ORDER** | | | | | |
|  |  | | | | | |  | | | |
|  | DATE: | | | | | | | | | **mm/dd/yyyy** |
|  | PURCHASE ORDER NO.: | | | | | | | | | **8365234** |
|  | | | | | | | | | | | | |
| **VENDOR INFORMATION** | | | | | | | | | | | | |
| VENDOR NAME | | | | | SALES PERSON | | | | | | | |
| **ABC Office Supplies** | | | | | **John Smith** | | | | | | | |
| ADDRESS | | | | | | | | | | | | |
| **1667 K Street NW, Washington DC 2006** | | | | | | | | | | | | |
| CONTACT NO. | | | | | EMAIL ADDRESS | | | | | | | |
| **(203) 743-8993** | | | | | **<Email Address>** | | | | | | | |
| **CUSTOMER INFORMATION** | | | | | | | | | | | | |
| CUSTOMER NAME | | | | | CONTACT PERSON | | | | | | | |
| **Franklin Middle School** | | | | | **Helen Wilson / Purchasing Department** | | | | | | | |
| ADDRESS | | | | | | | | | | | | |
| **Washington DC, USA** | | | | | | | | | | | | |
| CONTACT NO. | | | | | EMAIL ADDRESS | | | | | | | |
| **(203) 334-7234** | | | | | **<Email Address>** | | | | | | | |
| **Item No.** | **Details** | | | | **Unit** | | | **Quantity** | | **Unit Price** | | **Total** |
| 1) | Pencils HB | | | | Dozen | | | 5 | | 10.00 | | 50.00 |
| 2) | Pencils 2B | | | | Dozen | | | 4 | | 10.00 | | 40.00 |
| 3) | Paper - A4, Photo copier, 70 gram | | | | Ream | | | 10 | | 3.00 | | 30.00 |
| 4) | Paper - A4, Photo copier, 80 gram | | | | Ream | | | 15 | | 3.20 | | 48.00 |
| 5) | Pen - Ball Point, Blue | | | | Boxes | | | 10 | | 10.00 | | 100.00 |
| 6) | Highlighter - 3 color | | | | Sets | | | 8 | | 6.00 | | 48.00 |
|  |  | | | |  | | |  | |  | |  |
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| **Additional Notes:** | | | |  | | **Subtotal** | | | | | | **316.00** |
| Payment shall be 30 days upon delivery of the above items. | | | |  | | Taxes (%) | | | | | 12 | 37.92 |
|  | | Discount (%) | | | | | 5 | 15.80 |
|  | | **Total** | | | | | | **338.12** |
|  | | **Authorized By** | | | | | | |
|  | |  | | | | | | |
|  | |
|  | | <Name of Authorized Signatory> | | | | | | |
|  | | <Title> | | | | | | |