

ACME CORPORATION

456 Client Street
Seattle, WA 98101
Phone: (555) 987-6543

PURCHASE ORDER

PO Number: PO-49001
PO Date: August 12, 2023
Vendor Number: V-10001
Buyer: Jane Procurement

Vendor:
Microsoft Corporation
123 Business Way
Business City, ST 12345

Line	Description	Quantity	Unit Price	Total
1	Microsoft 365 Business Premium - Annual Subscription	1	\$9,000.00	\$9,000.00

Total: \$9,000.00

Terms & Conditions:
• Payment: Net 30 days
• Delivery: As specified in contract
• This PO authorizes the vendor to proceed with order