

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