

# PURCHASE ORDER

Demo Trading Co.

789 Commerce Drive, Import City, NY 10001

Phone: (555) 345-6789 | Email: purchasing@demotrading.example

PO Number: PO-2025-0089	PO Date: January 5, 2025
Quote Reference: QT-2024-0156	Required Delivery Date: February 15, 2025

<b>VENDOR</b>  Sample Manufacturing Inc. 456 Industrial Blvd Production City, TX 75001 United States Phone: (555) 234-5678 Vendor ID: VEND-SM-001	<b>BILL TO</b>  Demo Trading Co. 789 Commerce Drive Import City, NY 10001 United States Phone: (555) 345-6789 Account: ACC-DT-001
--	--

<b>SHIP TO</b>  Demo Trading Co. Warehouse 321 Distribution Way Import City, NY 10001 United States Contact: John Smith Phone: (555) 456-7890	<b>BUYER INFORMATION</b>  Buyer: Alice Sample Email: alice.sample@demotrading.example Phone: (555) 345-6789 ext. 202 Department: Procurement
--	---

## LINE ITEMS

Line	Part Number	Description	Quantity	UOM	Unit Price	Total	Delivery
1	EC2000-A	Electronic Components Model: EC-2000 Voltage: 220V	500	Units	\$45.00	\$22,500.00	Feb 15
2	IP5000-B	Industrial Parts Model: IP-5000 Material: Steel	300	Units	\$75.00	\$22,500.00	Feb 15
3	AK1500-C	Assembly Kits Model: AK-1500 Complete with hardware	150	Units	\$120.00	\$18,000.00	Feb 15

Subtotal:	\$63,000.00
Shipping & Handling:	\$3,500.00
Tax (0%):	\$0.00
<b>TOTAL USD:</b>	<b>\$66,500.00</b>

TERMS & CONDITIONS

Payment Terms: Net 30 Days	Shipping Terms: FOB Origin
Shipping Method: Best Way (Vendor's Choice)	Currency: USD

Special Instructions:

- 1. Please include packing slip with all shipments
- 2. Reference PO number on all invoices and correspondence
- 3. Notify buyer 24 hours before delivery
- 4. All items must be packaged according to standard shipping requirements
- 5. Partial shipments are not accepted unless pre-approved

Terms and Conditions:

This purchase order constitutes the entire agreement between buyer and seller. Acceptance of this order by the vendor indicates agreement to all terms and conditions specified herein. Any changes to this order must be approved in writing by the buyer. The vendor warrants that all goods delivered under this order will be free from defects in materials and workmanship and will conform to specifications provided.

**NOTICE:** This is an example Purchase Order created for demonstration purposes only. All names, addresses, amounts, and transaction details are fictional and do not represent any real transactions or entities.

Authorized By:

*Bob Example*  
Procurement Manager  
Demo Trading Co.  
Date: January 5, 2025