|  |
| --- |
| [Your Company Name]  [Company Address]  [City, State, ZIP Code]  [Phone Number]  [Email Address] |

[Your Company Logo]

**Purchase Order**

PO Number:

Date: [Current Date]

|  |  |  |
| --- | --- | --- |
| Vender Information | Shipping Address | Billing To |
| Vendor Name:  Vendor Address:  Vendor Phone Number:  Vendor Email Address: |  |  |

**Item Details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Item Number | Quantity | Unit Price | Total |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | | | Sub Total |  |
|  | | | GST |  |
|  | | | Shipping Amount |  |
|  | | | Total Payable |  |

**Payment Terms:**

Payment Method: [Payment Method]

Payment Due Date: [Due Date]

Payment Currency: [Currency]

**Terms and Conditions:**

* Delivery Date: The items must be delivered by [Delivery Date] or within the agreed-upon timeframe.
* Shipping and Handling: The vendor is responsible for arranging and covering the cost of shipping and handling, ensuring proper packaging to prevent damage during transit.
* Quality Assurance: All items must meet the specified quality standards and conform to any applicable industry regulations. The vendor guarantees that the products are free from defects in materials and workmanship.
* Returns and Refunds: In case of any non-conformance or defects, the vendor should be notified within a specified period, and a return and refund procedure will be followed as per the vendor's return policy.
* Invoicing: The vendor must provide an itemized invoice detailing the items, quantities, unit prices, any applicable taxes, and any other relevant charges.

Please confirm your acceptance of this purchase order by signing and returning a copy to us within [Specify Timeframe]. If you have any questions, require clarification, or need to propose any modifications, please contact us at [Phone Number] or [Email Address] before proceeding with the order.

By accepting this purchase order, you agree to the terms and conditions outlined herein. We anticipate a mutually beneficial business relationship and look forward to a successful transaction.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted by: Date:

Vendor’s Name and Title