



AAM Inventory  
700 17th Street, Modesto, CA 95354  
IT Department  
Phone: (555) 123-4567  
Email: info@aaminventory.com

# PURCHASE ORDER

**PO NUMBER** PO-242186-908  
**DATE** 3/10/2025

## VENDOR

**NAME**  
Parminder Singh  
**COMPANY NAME**  
Global Trading Co.  
**ADDRESS**  
Holfman Estate  
Commerce City, CC 67890  
**PHONE**  
3174174823  
**EMAIL**  
parminder13dev@gmail.com

## SHIPPING INFORMATION

**SHIPPING TERMS**  
Standard Delivery  
**SHIPPING METHOD**  
Ground

**DELIVERY DATE**  
3/10/2025

Code	Product Description	Quantity	Unit Price (\$)	Amount (\$)
SW-MS365-BUS	Microsoft 365 Business Plan (1 year)	1	15.00	15.00
<b>Subtotal</b>				\$15.00
Tax (10%)				\$1.50
Shipping & Handling				\$50.00
<b>Total Amount</b>				<b>\$66.50</b>

## TERMS & CONDITIONS

### Note:

Payment shall be immediate days upon receipt of the items above.

Prepared by  
IT Manager

Approved by