

Sample store

Sample store address

Tel: 123453 Cell: 09495748302

Fax: 123456789 Tin: 123456789

Deliver Order

DO-S-123-25080300001

Supplier Name: John Doe

Transaction Date: 2025-08-04

Branch: Sample store

Expected Delivery: 2025-08-10 to 2025-08-11

Memo: Sample Memo

Cancellation Date: 2025-08-12

Product	Pack	Unit	Qty Ord	Qty Rcvd	Price	Amount
Oil	1	80g	50		₱120.00	₱6,000.00

Total Ordered: 50

Total Amount: ₱6,000.00

Delivered by: Sample Delivery

Prepared by: John Doe

Approved by: John Doe

Received by:

Car details: LX-123 (LX123)

NOTES:

- Previous Undelivered PO's will be CANCELLED upon the release of a P.O.
- Unclaimed BO Returns will be subject to disposal after 15 days of account deduction.
- For cost discrepancies between P.O. and invoice, the lower price shall prevail.
- For over delivery, excess quantity will be forfeited in our favor.
- For under delivery, request for new Purchase Order. P.O. cannot be re-used.
- Discrepancies due to packing will subject to negotiation before payment is made.
- **WE WILL PRIORITIZE SEGREGATED INVOICES FOR DELIVERY.**