

PURCHASE ORDER

PO Number: PO-2026-001
Date: 2026-01-10

FROM:

Customer Company
123 Business Park, Suite 400
Riyadh
VAT: 310123456700003
Email: procurement@customer.com
Phone: +966 11 234 5678

TO:

Your Company Name
456 Commerce Street
Jeddah
VAT: 310987654300003

ITEMS:

Description	Qty	Unit	Unit Price
Dell Laptop XPS 15 - i7, 16GB RAM, 512GB SSD	3	pcs	SAR 4500.00
Logitech MX Master 3 Wireless Mouse	5	pcs	SAR 350.00
Samsung 27" 4K Monitor	2	pcs	SAR 1800.00

Subtotal:
SAR 18850.00

VAT (15%):
SAR 2827.50

Total:
SAR 21677.50

Notes:
Expected delivery date: 2026-01-15
Payment terms: Net 30 days