

# 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