

# Your Business Name

Your Business Address, City, State, PIN

Phone: +91-XXXXXXXXXX | Email: business@example.com

## PURCHASE ORDER

**PO Number:** 12345

**Date:** 16-06-2025

**Reference:** RFQ-2024-001

### Supplier Details:

Name: XYZ Suppliers

Sr.	Description	Quantity	Unit	Remarks
1	Items as per quotation/specification	As required	Various	As per agreed terms

### Terms & Conditions:

- Supply items as per specification and delivery schedule.
- Quality of materials should meet industry standards.
- Payment will be made as per agreed terms.
- Any damage during transport is supplier's responsibility.

**Authorized Signature**

Your Business Name