

# PURCHASE ORDER

PO Number: WBS2385-224

Date: January 6, 2025

**Vendor:**

Your Office LLC  
DMCC Office Square  
Shortpump, Richmond, VA  
USA  
TRN: 100288768300003

**Buyer:**

James Smith  
123 High Street  
Northampton  
NN4 8JP

**Shipping Address:**

James Smith  
123 High Street  
Northampton  
NN4 8JP

**Order Details**

Item	Quantity	Unit Price (USD)	Total (USD)
Office Chair	4	\$75.00	\$300.00
Office Desk	3	\$200.00	\$600.00
Office TV	2	\$500.00	\$1000.00
Office Couch	1	\$750.00	\$750.00
Office Lamp	5	\$25.00	\$125.00
Office Water Dispenser	1	\$280.00	\$280.00

Subtotal: \$3,055.00

Discount (3%): -\$91.65

Tax (17.5%): \$518.59

# **PURCHASE ORDER**

Shipping: \$500.00

Total Amount: \$3,981.94

## **Payment Terms:**

Net 7 (Due by January 13, 2025)

## **Notes:**

Payment methods: PayPal, Bank Transfer, or Cheque

20% late fee per week on overdue balances

Contact: [finance@youroffice.com](mailto:finance@youroffice.com)