|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
|  |  | | |  | PURCHASE  ORDER | | | |  |
|  |  |  |
|  | 234 Highschool Avenue, Knowledgetown, 21585 NY | | |  |  | **PO #:** | | **HS2012532** |  |
|  | (000) 1235 58987 emailhighschool@mailserver.com | | |  |  | **DATE:** | | **10-05-2022** |  |
|  | | | | | | | | | |
|  | **VENDOR INFORMATION** | | |  |  | Ordered by | | |  |
|  |  | | |  | **John Doe** | | |  |
|  | Attn. Hannah M. Cold | | |  |  |  |  |  |
|  | **VENDOR COMPANY** | | |  | Position | | |  |
|  | 150 Education Drive | | |  | **School Accountant** | | |  |
|  | Marrywille, NY 14588 | | |  |  |  |  |  |
|  | Phone: (555) 100 6565 522 | | |  | Budget area to be charged | | |  |
|  |  | | |  | **Cabinets Renovation** | | |  |
|  | | | | | | | | | |
|  | **REFERENCE & SPECIAL INSTRUCTIONS** | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Dear Ms. Hannah, according to your offer #12345/2022 from 22-04-2022 we have pleasure in placing with you our order with items listed below. Please deliver all items in 5 working days. Delivery must be in school working hours (7am-2pm). | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| ID  ITEM DESCRIPTION  QTY  UNIT PRICE  **TOTAL** | | | | | | | | | |
|  | 1 | School board with reinforced aluminium frame Dimensions 3000x1500x8mm Special impregnated wood, painted in 3 layers, waterproof Thick aluminium frame with safety rounded edges | | | | 4 | $75.00 | **$300.00** |  |
|  | 2 | Chairs Dimensions 450x600x800mm Specially painted and reinforced for longevity | | | | 60 | $35.00 | **$2,100.00** |  |
|  | 3 | Curtains Red with medium transparency 2000x1000mm | | | | 4 | $120.00 | **$480.00** |  |
|  | 4 | Item #4 Describe your item here. | | | |  |  |  |  |
|  | 5 | Item #5 Describe your item here. | | | |  |  |  |  |
|  | 6 | Item #6 Describe your item here. | | | |  |  |  |  |
|  | | | | | | | | | |
|  |  |  |  |  |  |  | SUBTOTAL | **$2,880.00** |  |
|  | **Principal Signature** | | |  |  |  | TAX RATE | 10% |  |
|  |  | | |  |  |  | SHIPPING | $15.00 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | GRAND TOTAL: | |  |
|  | **Business Manager Signature** | | |  |  |  | **$3,183.00** | |  |
|  |  | | |  |  |  |  |
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