Purchase Order Template

Purchase Order Number: [Insert PO Number]

Date: [Insert Date]

Supplier Name: [Supplier’s Name]

Supplier Address: [Supplier’s Address]

Buyer Name: [Your Company Name]

Buyer Address: [Your Company Address]

Delivery Address: [Delivery Address, if different from Buyer Address]

# 1. Items Ordered

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item No. | Description of Goods/Services | Quantity | Unit Price | Total Price |
| [Item 1] | [Description of Goods/Services] | [Quantity] | [Unit Price] | [Total Price] |
| [Item 2] | [Description of Goods/Services] | [Quantity] | [Unit Price] | [Total Price] |

Subtotal: [Subtotal Amount]

Tax (if applicable): [Tax Amount]

Shipping: [Shipping Cost]

Total Amount Due: [Total Amount Due]

# 2. Payment Terms

Total Payment Amount: [Total Amount]

Payment Due Date: [Due Date]

Payment Method: [Bank Transfer, Credit Card, etc.]

Payment Terms: [e.g., 50% upfront, 50% upon completion]

# 3. Delivery Terms

Expected Delivery Date: [Insert Expected Delivery Date]

Shipping Method: [e.g., Standard Shipping, Express Shipping]

Delivery Instructions: [Insert any special delivery instructions]

Incoterms (if applicable): [FOB, CIF, DAP, etc.]

# 4. Contact Information

Supplier Contact Name: [Insert Supplier Contact Name]

Phone Number: [Supplier Contact Number]

Email Address: [Supplier Email]

Buyer Contact Name: [Your Contact Name]

Phone Number: [Your Contact Number]

Email Address: [Your Contact Email]

# 5. Additional Notes

[Include any additional notes or terms, such as warranty information, return policy, or special requirements]

# 6. Signatures

Authorized by Buyer:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accepted by Supplier:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_