

Purchase Order Form Sample

This **purchase order form sample** outlines the essential details required for processing orders, including item descriptions, quantities, and pricing. It also clearly specifies payment terms to ensure transparent and timely transactions between buyers and suppliers. Utilizing this form helps streamline procurement and maintain accurate financial records.

Purchase Order Details

| | | | |
|--------------------|----------------------------------|------------------|---------------------------------------|
| Purchase Order No. | PO-2024-001 | Date | 2024-06-15 |
| Buyer Name | ABC Corporation | Supplier Name | XYZ Suppliers Ltd. |
| Buyer Address | 123 Main St., City, State, 12345 | Supplier Address | 789 Supplier Ave., City, State, 67890 |
| Contact Person | John Smith | Contact Email | john.smith@abc.com |

Order Items

| # | Item Description | Quantity | Unit Price | Total Price |
|-------------|------------------|----------|------------|-------------|
| 1 | Widget A | 100 | \$10.00 | \$1,000.00 |
| 2 | Gadget B | 50 | \$20.00 | \$1,000.00 |
| Subtotal | | | | \$2,000.00 |
| Tax (10%) | | | | \$200.00 |
| Grand Total | | | | \$2,200.00 |

Payment Terms

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| <ul style="list-style-type: none">Payment Method: Bank TransferPayment Due: Within 30 days from the invoice dateLate Payment Fee: 1.5% per month past dueBank Details: XYZ Suppliers Ltd., Account No.: 987654321, Bank: First Bank, Routing No.: 123456789 |
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Authorized Signatures

| | | | |
|-----------------|------|--------------------|------|
| Buyer Signature | Date | Supplier Signature | Date |
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