

# 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
				<b>Subtotal</b> \$2,000.00
				<b>Tax (10%)</b> \$200.00
				<b>Grand Total</b> \$2,200.00

## Payment Terms

- Payment Method:** Bank Transfer
- Payment Due:** Within 30 days from the invoice date
- Late Payment Fee:** 1.5% per month past due
- Bank Details:** XYZ Suppliers Ltd., Account No.: 987654321, Bank: First Bank, Routing No.: 123456789

## Authorized Signatures

Buyer Signature	Date	Supplier Signature	Date