

Purchase Order Form Sample

Streamline your procurement process with this **purchase order form sample** that includes GST calculation for accurate billing. Designed for businesses to easily manage orders and tax compliance efficiently. This template ensures clarity and precision in every transaction.

Purchase Order No.: PO-20240601	Date: 2024-06-10
Supplier Name: ABC Supplies Pvt. Ltd.	Buyer Name: XYZ Enterprises
Supplier GSTIN: 22AAAAA0000A1Z5	Buyer GSTIN: 33BBBBB0000B1Z6
Delivery Address: 123 Business Rd, City, State, 123456	

S.No	Item Description	Qty	Unit Price (₹,¹)	Total (₹,¹)
1	Printer Paper A4 (500 sheets)	10	250.00	2,500.00
2	USB Flash Drive 32GB	5	600.00	3,000.00
3	Ink Cartridge Black	2	850.00	1,700.00
Sub Total				7,200.00
GST @ 18%				1,296.00
Total Amount (₹,¹)				8,496.00

Terms & Conditions:

- Goods once sold will not be taken back or exchanged.
- Payment due within 15 days of invoice date.
- Any discrepancy in order should be reported within 3 days of receipt.

Authorized Signature: _____