

PURCHASE ORDER

Example Trading Co.

123 Sample Street
Springfield, ST 00000
orders@example.com

PO Number	PO-1001
Date Issued	1 Oct 2026
Delivery Date	15 Oct 2026
Payment Terms	Net 30
Currency	USD

SUPPLIER

Example Supplies Co.
456 Placeholder Avenue
Riverton, ST 00000
Contact: Alex Sample
sales@example.net

SHIP TO

Example Trading Co.
Warehouse, Dock 2
789 Demo Road
Springfield, ST 00000

BILL TO

Example Trading Co.
Accounts Payable
123 Sample Street
Springfield, ST 00000

#	Description	SKU / Item Code	Qty	Unit Cost	Line Total
1	Cotton tote bag, natural	TOTE-NAT-01	200	3.50	700.00
2	Kraft mailer box, medium	BOX-KRF-M	500	0.85	425.00
3	Recycled tissue paper, pack of 100	TIS-REC-100	20	12.00	240.00
4	Printed thank-you card, A6	CRD-TY-A6	1,000	0.18	180.00

NOTES & TERMS

Payment terms: Net 30 from the date of invoice. Please quote the PO number on every invoice, packing slip and delivery note, and tell us before shipping if any item is short.

Subtotal	1,545.00
Tax (8%)	123.60
Shipping	75.00

Total \$1,743.60

Authorized by

Name and signature

Date