

Purchase Order

A buyer's formal order to a supplier setting out the items, quantities, agreed prices, and delivery terms before goods or services are supplied.

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1. Buyer and supplier

Identifies who is ordering and who is supplying, with contact details.

2. PO number and date

A unique reference so the order can be tracked and matched to delivery and invoice.

3. Items and quantities

Lists exactly what is ordered and how much, at agreed unit prices.

4. Total and currency

States the total order value so the invoice can be checked against it.

5. Delivery terms

Sets the delivery date, location, and who bears delivery costs.

6. Payment terms

Records when and how the supplier will be paid.

7. Acceptance

Space for the supplier to accept the order, making it binding.

Signatures — A

Signatures — B

Witness signature

Date: _____

Date: _____

Date: _____

PREVIEW