

PO DATE

Feb 8, 2026

DELIVERY DATE

Feb 22, 2026

REQUESTED BY

John Smith

FROM

Acme Inc

123 Innovation Avenue
Suite 500, New York, NY 10001procurement@acmeinc.com
+1 (555) 123-4567

SHIP TO

Global Supplies Ltd

456 Commerce Plaza
Floor 8, New York, NY 10022orders@globalsupplies.com
+1 (555) 987-6543

PART #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
GSC-001	Widget Professional Grade	50	\$29.99	\$1499.5
GSC-002	Premium Connector Kit	100	\$12.5	\$1250
GSC-003	Heavy Duty Cable Assembly	25	\$45	\$1125
GSC-004	Industrial Mounting Bracket Set	75	\$18.75	\$1406.25
GSC-005	Precision Fastener Collection	200	\$5.25	\$1050

PURCHASE ORDER

Subtotal \$6330.75

Tax (10%) \$633.075

Total \$6963.825

NOTES

Please confirm receipt within 24 hours. Delivery to loading dock B. Contact warehouse manager for scheduling.

PAYMENT TERMS

Net 30