

PURCHASE ORDER

#PO-2024-12345

Date Issued
Payment Terms
Freight Terms

VENDOR

Sales Department
Tech Supplies Co.
789 Vendor Street, San Jose, CA 95110
+1 (408) 555-0300
sales@techsupplies.com

BUYER

John Doe
Firstbase Inc.
123 Main Street, San Francisco, CA 94102
+1 (415) 555-0100
orders@firstbase.com

SHIP TO

Receiving Department
Firstbase Warehouse
456 Warehouse Blvd, Oakland, CA 94601
+1 (510) 555-0200
receiving@firstbase.com

Line Items

#	Item Name	Description	MPN	Quantity	Tax	Unit Cost	Total
1	Laptop Stand - Aluminum Pro	Ergonomic adjustable laptop stand with ventilation holes and cable management	LS-ALPRO-2024	50	\$200.00	\$45.00	\$2,450.00
2	Wireless Mouse - Silent Click Pro	Bluetooth wireless mouse with silent clicking mechanism, ergonomic design, and rechargeable battery	WM-SCP-2024	100	\$200.00	\$25.00	\$2,700.00
3	USB-C Hub - 7-in-1	Multi-port USB-C hub with HDMI 4K output, USB 3.0 ports, SD card reader, and power delivery support	USBC-HUB-7IN1	75	\$210.00	\$35.00	\$2,835.00

Agreement

All items subject to availability. Returns accepted within 30 days with original packaging.

Shipping Cost	\$500.00
Tax	\$610.00
Total	\$8,485.00

Instructions

Please deliver between 9 AM - 5 PM. Call receiving department 24 hours in advance.