

# PURCHASE ORDER

## # PO-78910

DATE ISSUED	DATE READY	EXTERNAL REF #
06/01/2024	06/15/2024	EX-123456

PAYMENT TERMS	FREIGHT TERMS
NET 45	CIF

### BUYER

John Doe  
Brew Masters Inc.  
123 Coffee St, Seattle, WA, 98101  
206-555-1234  
john.doe@brewmasters.com

### VENDOR

Jane Smith  
Coffee Beans Co.  
456 Bean Rd, San Francisco, CA, 94103  
415-555-5678  
jane.smith@coffeebeansco.com

### DESTINATION

Mark Brown  
Brew Masters Inc. Warehouse  
789 Warehouse Ln, Seattle, WA, 98101  
206-555-6789  
mark.brown@brewmasters.com

Signature:  03/18/2026

Line Items					
#	SKU / ID	Description	Qty	Unit Price (\$)	Item Total (\$)
1	Colombian Coffee	Freshly roasted Colombian coffee beans	100	\$12.00	\$1,200.00
2	Ethiopian Coffee	Aromatic Ethiopian coffee beans	50	\$14.00	\$700.00
3	Sumatra Coffee	Rich and bold Sumatra coffee beans	75	\$13.00	\$975.00
4	Kenyan Coffee	Vibrant and fruity Kenyan coffee beans	60	\$15.00	\$900.00

Comments / Instructions
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Please deliver the goods to the specified warehouse address. Ensure all packages are labeled clearly with the purchase order number.

Subtotal	\$3,775.00
Tax (8.25%)	\$311.44
Shipping	\$50.00
Additional Fees	\$20.00
Order Total	\$4,156.44