PURCHASE ORDER

EXAMPLE

PO number: PO-2027-001 Issue date: Jan 4, 2027 Revision: _____

BUYER

Brightline Business LLC

SUPPLIER

Metro Office Supplies

BILL TO

Austin, Texas, USA

SHIP TO

Austin, Texas, USA

Requested delivery: Jan 15, 2027 Supplier quote: Q-001 Currency: USD

Description / SKU	Qty / unit	Unit price	Discount	Tax	Total
Office chair / CHAIR-01	6 each	$150.00	0%	0%	$900.00
Office desk / DESK-02	2 each	$250.00	0%	0%	$500.00

Net items	$1,400.00
Shipping	$100.00
Tax	$0.00
ORDER TOTAL	**$1,500.00**

Payment terms: Net 30 from invoice date

Delivery instructions: Confirm availability. Quote PO on invoice and delivery documents.

Authorized by: _____ Signature: _____

Date: _____