

PURCHASE ORDER

[Recipient's Name]
 [Recipient's Designation]
 [Recipient's Address Line 1]
 [Recipient's Address Line 2]

PO # _____
 [The PO # must be quoted on all related
 correspondence, shipping documentation,
 and invoices]

PO Date	Requisitioner	Shipped Via	F.O.B. Point	Terms

Sr. No.	Description of Item	Quantity	Price per Unit (PKR)	Total
Sub Total				
Sales Tax				
Shipping and Handling				
Grand Total				

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
 [Name]
 [Designation]
 [Address Line 1]
 [Address Line 2]
 [Contact #]

SHIP TO:
 [Name]
 [Designation]
 [Address Line 1]
 [Address Line 2]
 [Contact #]

 Authorized by Date