**Purchase Order (Po) Form**

**Company Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** | ABC Supplies Pvt. Ltd. | **Address:** | Plot #12, Industrial Area, Karachi, Pakistan |
| **Phone:** | 0092-300-1234567 | **Email:** | info@abcsupplies.com |
| **Website:** | www.abcsupplies.com |  |  |

**Supplier Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supplier Name:** | Global Traders | **Address:** | hop #45, Market Road, Lahore, Pakistan |
| **Phone:** | 0092-321-9876543 | **Email:** | [sales@globaltraders.com](mailto:sales@globaltraders.com) |

**Purchase Order Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **PO Number:** | PO-2025-001 | **Date:** | 05 January 2025 |
| **Delivery Date:** | 12 January 2025 | **Payment Terms:** | 50% advance, 50% on delivery |
| **Delivery Method:** | Courier / Company Transport | | |

**Order Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Description of Item** | **Quantity** | **Unit Price (PKR)** | **Total (PKR)** |
| 1 | A4 Printing Paper (Ream) | 10 | 750 |  |
| 2 | Ballpoint Pens (Box of 50) | 5 | 500 |  |
| 3 | Office Files (Pack of 20) | 4 | 600 |  |
| 4 | A4 Printing Paper (Ream) | 10 | 750 |  |
|  |  |  |  |  |

**Totals Section**

|  |  |  |  |
| --- | --- | --- | --- |
| Subtotal |  | Sales Tax (10%) |  |
| **Grand Total** |  |  |  |

**Authorization**

|  |  |  |  |
| --- | --- | --- | --- |
| **Prepared By:** |  | **Approved By:** |  |
| **Supplier Confirmation:** |  |  |  |