[Your Business Name]

PURCHASE ORDER

Address: _____

Phone: _____ NTN: _____

PO No.: _____ **Date:** _____

Supplier: _____ **Supplier phone:** _____

Deliver to: _____ **Delivery by:** _____

S.No	Description	Qty	Rate	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Please write this PO number on your delivery challan and invoice. Payment terms: _____

Subtotal	
Discount	
Tax	
Order total	

Accepted by (supplier)

Approved by

Free format by InvoiceMate — make it online at invoicemate.digital