Purchase order

Worked example · Currency · USD

PO number
PO-1076

Order date
Nov 11, 2026

Requested delivery
Nov 20, 2026

Payment terms
Net 30 from invoice date

Buyer / bill to
Northline Distribution
200 Sample Drive
Atlanta, GA 30303
Purchasing desk

Supplier
Harbor Supply
100 Example Way
Miami, FL 33166
Orders desk

Ship to
Northline Distribution
220 Example Dock Road
Atlanta, GA 30303
Dock 4

Item code	Description	Qty	Unit	Unit price	Line total
CT-240	Shipping cartons	48	Cases	$12.50	$600.00
LB-320	Thermal labels	10	Rolls	$24.00	$240.00

Supplier instructions
Deliver to Dock 4. Include PO-1076 on the packing slip and invoice.

Items subtotal	$840.00
Shipping	$45.00
Tax	$50.40
Order total	$935.40

Approved by

Date

Review quantities, prices and delivery details before sending.