# Purchase Order

**Purpose:** This document is used to formally request goods or services from a supplier. It outlines the exact details of the products, quantities, agreed prices, and terms of the purchase to ensure clear understanding and to serve as a binding contract between buyer and seller.

## Buyer Information

**Company Name:** {buyerCompany}   
**Contact Person:** {buyerContact}   
**Email:** {buyerEmail}   
**Phone:** {buyerPhone}   
**Address:** {buyerAddress}

## Supplier Information

**Company Name:** {supplierCompany}   
**Contact Person:** {supplierContact}   
**Email:** {supplierEmail}   
**Phone:** {supplierPhone}   
**Address:** {supplierAddress}

## Order Details

**Purchase Order Number:** {purchaseOrderNumber}

**Order Date:** {orderDate}

**Expected Delivery Date:** {deliveryDate}

**Shipping Method:** {shippingMethod}

**Payment Terms:** {paymentTerms}

### Items Ordered

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SKU** | **Description** | **Quantity** | **Unit Price** | **Total** |
| {#items}{sku} | {description} | {quantity} | {unitPrice} | {total}{/items} |

### Order Summary

**Subtotal:** {subtotal}   
**Tax:** {tax}   
**Shipping:** {shippingCost}   
Total Amount:**{totalAmount}**

{#$ notes}

### Additional Notes

* {notes}

{/}

## Authorized By

**Name:** {authorizedName}   
**Title:** {authorizedTitle}   
**Date:** {authorizedDate}