

Purchase Order

ILLUSTRATIVE EXAMPLE - fictional details | Currency: INR

Buyer	Example Office
Supplier	Example Furnishings
PO / date	PO-EX-020 / 12 September 2026
Quote reference	QT-EX-041
Requested delivery	25 September 2026
Ship to	Example Office receiving address
Payment terms	As agreed in quote QT-EX-041
Authorized buyer	Name / signature: _____

Description	Quantity	Rate (INR)	Amount (INR)
Desk chair, specified model	4	2,200.00	8,800.00
Delivery service	1	400.00	400.00
Subtotal			INR 9,200.00
Order value			INR 9,200.00

Buyer-issued order example; not a supplier invoice or payment receipt.

No inventory, supplier approval or tax classification is performed.