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| --- |
| <Company Name> |
|  |
| <Company Address><Company Address><Phone Number>>Email Address><Website URL> |  |  | **PURCHASE ORDER** |
|  |  |  |
|  | DATE: | **mm/dd/yyyy** |
|  | PURCHASE ORDER NO.: | **8365234** |
|  |
| **VENDOR INFORMATION** |
| VENDOR NAME | SALES PERSON |
| **ABC Office Supplies** | **John Smith** |
| ADDRESS |
| **1667 K Street NW, Washington DC 2006** |
| CONTACT NO. | EMAIL ADDRESS |
| **(203) 743-8993** | **<Email Address>** |
| **CUSTOMER INFORMATION** |
| CUSTOMER NAME | CONTACT PERSON |
| **Franklin Middle School** | **Helen Wilson / Purchasing Department** |
| ADDRESS |
| **Washington DC, USA** |
| CONTACT NO. | EMAIL ADDRESS |
| **(203) 334-7234** | **<Email Address>** |
| **Item No.** | **Details** | **Unit** | **Quantity** | **Unit Price** | **Total** |
| 1) | Pencils HB | Dozen | 5 | 10.00 | 50.00 |
| 2) | Pencils 2B | Dozen | 4 | 10.00 | 40.00 |
| 3) | Paper - A4, Photo copier, 70 gram | Ream | 10 | 3.00 | 30.00 |
| 4) | Paper - A4, Photo copier, 80 gram | Ream | 15 | 3.20 | 48.00 |
| 5) | Pen - Ball Point, Blue | Boxes | 10 | 10.00 | 100.00 |
| 6) | Highlighter - 3 color | Sets | 8 | 6.00 | 48.00 |
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| **Additional Notes:** |  | **Subtotal** | **316.00** |
| Payment shall be 30 days upon delivery of the above items. |  | Taxes (%) | 12 | 37.92 |
|  | Discount (%) | 5 | 15.80 |
|  | **Total** | **338.12** |
|  | **Authorized By** |
|  |  |
|  |
|  | <Name of Authorized Signatory> |
|  | <Title> |