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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  | PURCHASEORDER |  |
|  |  |  |
|  | 234 Highschool Avenue, Knowledgetown, 21585 NY |  |  | **PO #:** | **HS2012532** |  |
|  | (000) 1235 58987 emailhighschool@mailserver.com |  |  | **DATE:** | **10-05-2022** |  |
|  |
|  | **VENDOR INFORMATION** |  |  | Ordered by |  |
|  |   |  | **John Doe** |  |
|  | Attn. Hannah M. Cold |  |  |  |  |  |
|  | **VENDOR COMPANY** |  | Position |  |
|  | 150 Education Drive |  | **School Accountant** |  |
|  | Marrywille, NY 14588 |  |   |   |   |  |
|  | Phone: (555) 100 6565 522 |  | Budget area to be charged |  |
|  |   |  | **Cabinets Renovation** |  |
|  |
|  | **REFERENCE & SPECIAL INSTRUCTIONS** |  |
|  |   |   |   |   |   |   |   |   |  |
|  | Dear Ms. Hannah, according to your offer #12345/2022 from 22-04-2022 we have pleasure in placing with you our order with items listed below. Please deliver all items in 5 working days. Delivery must be in school working hours (7am-2pm). |  |
|  |   |   |   |   |   |   |   |   |  |
|  |  |  |  |  |  |  |  |  |  |
| IDITEM DESCRIPTIONQTYUNIT PRICE **TOTAL** |
|  | 1 | School board with reinforced aluminium frameDimensions 3000x1500x8mmSpecial impregnated wood, painted in 3 layers, waterproofThick aluminium frame with safety rounded edges | 4 | $75.00 | **$300.00** |  |
|  | 2 | ChairsDimensions 450x600x800mmSpecially painted and reinforced for longevity | 60 | $35.00 | **$2,100.00** |  |
|  | 3 | CurtainsRed with medium transparency2000x1000mm | 4 | $120.00 | **$480.00** |  |
|  | 4 | Item #4Describe your item here. |  |  |  |  |
|  | 5 | Item #5Describe your item here. |  |  |  |  |
|  | 6 | Item #6Describe your item here. |  |  |  |  |
|  |
|  |  |  |  |  |  |  | SUBTOTAL  | **$2,880.00**  |  |
|  | **Principal Signature** |  |  |  | TAX RATE  | 10% |  |
|  |  |  |  |  | SHIPPING  | $15.00  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | GRAND TOTAL: |  |
|  | **Business Manager Signature** |  |  |  | **$3,183.00** |  |
|  |   |  |  |  |  |
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