Purchase Order

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| You Company Name : | | |  |  |  |  |  |  | Date: | August 22, 2020 |
| Address: | |  |  |  |  |  |  |  | No #: | 100 |
| GSTIN (if registered) : | | |  |  |  |  |  |  | Customer ID: | |
|  |  |  |  |  |  |  |  |  | Quot. Ref: |  |
|  |  |  |  |  |  |  |  |  | Payment Terms: Advance | |
| To: [Name] | |  |  |  |  |  |  |  |  |  |
|  | [Company Name] | |  |  |  |  |  |  |  |  |
|  | [Street Address] | |  |  |  |  |  |  |  |  |
|  | [City, ST ZIP Code] | |  |  |  |  |  |  |  |  |
|  | GSTIN (If registered) : | |  |  |  |  |  |  |  |  |
| Sr. | Item # | Description | Qty. | Due On | UOM |  | Unit Price |  | Discount | Taxable Value |
|  |  |  |  |  |  |  |  | |  |  |
| 1 | Item code | Item Name | 50 | 20.09.2020 | KGS |  | 75.00 | |  | 3,750.00 |
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|  |  |  |  |  |  |  |  |  |  | - |
|  |  |  |  |  |  | Total Discount | | |  |  |
| Terms & Conditions: | | |  |  |  |  |  |  | Subtotal | 3750.00 |
|  |  |  |  |  |  |  |  | SGST @ 9% | | 0.00 |
| Notes: | |  |  |  |  |  |  | CGST @ 9% | | 0.00 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | Total | **3750.00** |



Signature