

PURCHASE ORDER

PO-78910

DATE ISSUED	DATE READY	EXTERNAL REF #
06/01/2024	06/15/2024	EX-123456

PAYMENT TERMS	FREIGHT TERMS
NET 45	CIF

BUYER

John Doe
Brew Masters Inc.
123 Coffee St, Seattle, WA, 98101
206-555-1234
john.doe@brewmasters.com

VENDOR

Jane Smith
Coffee Beans Co.
456 Bean Rd, San Francisco, CA, 94103
415-555-5678
jane.smith@coffeebeansco.com

DESTINATION

Mark Brown
Brew Masters Inc. Warehouse
789 Warehouse Ln, Seattle, WA, 98101
206-555-6789
mark.brown@brewmasters.com

Signature:  09/02/2026

Line Items					
#	SKU / ID	Description	Qty	Unit Price (\$)	Item Total (\$)
1	Colombian Coffee	Freshly roasted Colombian coffee beans	100	\$12.00	\$1,200.00
2	Ethiopian Coffee	Aromatic Ethiopian coffee beans	50	\$14.00	\$700.00
3	Sumatra Coffee	Rich and bold Sumatra coffee beans	75	\$13.00	\$975.00
4	Kenyan Coffee	Vibrant and fruity Kenyan coffee beans	60	\$15.00	\$900.00

Subtotal	\$3,775.00
Tax (8.25%)	\$311.44
Shipping	\$50.00
Additional Fees	\$20.00
Order Total	\$4,156.44

Comments / Instructions

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Please deliver the goods to the specified warehouse address. Ensure all packages are labeled clearly with the purchase order number.