PURCHASE ORDER

Buyer: _____. Address: _____. Contact: _____.

Purchase order number: _____. Order date: _____. Required delivery or completion date: _____.

Supplier: _____. Address: _____. Attention: _____.

Ship to or service location: _____. Bill to: _____.

Shipping method: _____. Shipping terms (check one): [ ] FOB destination [ ] FOB origin [ ] other: _____ [ ] none.

1. ITEMS ORDERED

1. Item no.: _____. Description: _____. Quantity: _____. Unit: _____. Unit price: $_____. Amount: $_____.

2. Item no.: _____. Description: _____. Quantity: _____. Unit: _____. Unit price: $_____. Amount: $_____.

3. Item no.: _____. Description: _____. Quantity: _____. Unit: _____. Unit price: $_____. Amount: $_____.

4. Item no.: _____. Description: _____. Quantity: _____. Unit: _____. Unit price: $_____. Amount: $_____.

Subtotal: $_____. Tax (_____% of the subtotal): $_____. Shipping: $_____. Total: $_____.

Payment terms (check one): [ ] net 15 [ ] net 30 [ ] net 60 [ ] due on receipt of a correct invoice [ ] in advance [ ] other: _____.

2. TERMS AND CONDITIONS

Acceptance. This Purchase Order is an offer to buy. The Supplier accepts it by signing below, sending a written acknowledgment, or shipping or starting work, whichever happens first. Acceptance is limited to these terms; the Buyer objects to any additional or different terms in the Supplier's quote, acknowledgment, invoice or website, and they do not apply unless the Buyer agrees in a signed writing.

This general template is provided for informational purposes only and does not constitute legal advice. Requirements vary by state and locality; review current law and attach any disclosures or addenda your situation requires before signing. For a guided state-specific document, visit lawvault.org.

Prices and Delivery. Prices are firm, with no other charges unless shown here or agreed in writing. The Supplier will deliver to the ship-to address, or perform at the service location, by the required date, with a packing slip showing this Purchase Order number. Time is of the essence (check one): [ ] yes, and the Buyer may cancel what is not delivered or done by that date [ ] no.

Risk of Loss. Risk of loss passes to the Buyer on delivery to the ship-to address, unless the shipping terms above say otherwise.

Inspection, Acceptance and Rejection. The Buyer may inspect within _____ days (or a reasonable time) after delivery or completion and may reject nonconforming goods or services by notice. The Supplier will, at the Buyer's choice, replace or re-perform them or refund or credit their price, and will pay return costs. Signing a delivery receipt or paying an invoice is not acceptance.

Warranty. Goods will match this Purchase Order, be new unless stated otherwise, be free from defects in materials and workmanship, and be free of liens. Services will be performed with reasonable care and skill in a professional and workmanlike manner.

Invoices, Payment and Changes. Each invoice must show this Purchase Order number; the payment period starts when a correct invoice is received. Changes must be in a written change order signed by the Buyer and accepted in writing by the Supplier. The Supplier may not assign this Purchase Order or subcontract without the Buyer's written consent.

General. This Purchase Order is governed by the laws of the State of _____, is the entire agreement about its subject, and may be signed in counterparts and electronically. Additional terms: _____

SIGNATURES

Buyer (authorized by)

Signature: _____ Date: _____

Printed Name: _____

Supplier (accepted by)

Signature: _____ Date: _____

Printed Name: _____

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