# PURCHASE ORDER

**PO No.:** _____

**PO Date:** _____

**Deliver By:** _____

**Your Business Name**

Address · Phone

**GSTIN:** _____

LOGO

## VENDOR

Supplier Name: _____

Address: _____

GSTIN: _____

## DELIVER TO

Address: _____

Contact: _____

| S.No | Item / Description | HSN | Qty | Unit | Rate (₹) | Amount (₹) |
|---|---|---|---|---|---|---|
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## AMOUNT IN WORDS

_____

## BANK & UPI DETAILS

Bank name: _____

A/c no.: _____

IFSC: _____

UPI ID: _____

UPI QR

| | |
|---|---|
| Subtotal | ₹ |
| GST Rate (%) | % |
| GST Amount | ₹ |
| **Total** | **₹** |

## TERMS & NOTES

1. Please quote this PO number on your invoice and delivery challan.
2. Payment terms: _____
3. Goods not matching the order may be returned.

**For Your Business Name**

_____

Authorised Signatory

Free format from runkarobar.com