

Purchase Order Agreement

PO #: [PO number, e.g., PO-2031] **Date:** [Date]

Buyer: [Buyer name] **Seller:** [Seller name]

1. Items Ordered

Line Items

Name	Total	
Widget A	\$120.00	
Widget B	\$175.00	
Subtotal		\$295.00
Total		\$295.00

2. Delivery

Requested delivery date: [Delivery date]. Ship to: [Delivery address]. [Note shipping method if relevant — otherwise delete this line.]

3. Payment Terms

Payment due: [terms, e.g., "net 30 from invoice date" or "50% deposit, balance on delivery"].

4. Inspection & Acceptance

Buyer will inspect delivered items within [Number, e.g., 5] days and notify Seller in writing of any discrepancy or defect; otherwise the order is deemed accepted.

5. Cancellation

[Note any terms for canceling or modifying the order before it ships — otherwise delete this line.]

6. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Buyer name] ("Buyer")

Signature: _____ Printed name: _____ Date: _____

[Seller name] ("Seller")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.