

Purchase Order (Sample)

Purchase Order

[Your Logo]

PO Number: PO-2041

Date: July 14, 2026

Currency: USD

Requisitioner: M. Alvarez, Site 3 Foreman

Buyer

Buyer Company Name: Cedar Ridge Builders LLC

Buyer Address: 412 Harvest Lane, Boise, ID 83702

Buyer Contact: M. Alvarez, purchasing@cedarridgebuilders.com, (208) 555-0114

Vendor

Vendor Company Name: Summit Lumber Supply

Vendor Address: 88 Mill Road, Meridian, ID 83642

Vendor Contact: T. Okafor, orders@summitlumber.com, (208) 555-0177

Ship To

Name / Company: Cedar Ridge Builders — Jobsite 3

Address: 1907 Quail Hollow Dr, Boise, ID 83709

Attn: M. Alvarez, (208) 555-0114 — deliveries 7:00 AM-3:00 PM

Line Items

Item	Description	Qty	Unit Price	Total
2x4x8	SPF stud Kiln-dried, grade 2	120	\$4.85	\$582.00
7/16"	OSB sheathing 4x8 sheet	60	\$18.20	\$1,092.00
R-13	insulation batt Fiberglass, 15" x 32 ft roll	24	\$52.40	\$1,257.60
1/2"	drywall 4x8 sheet, tapered edge	80	\$12.95	\$1,036.00
Exterior	screws #9 x 3", 5 lb box	10	\$27.50	\$275.00
House	wrap 9 ft x 100 ft roll	4	\$165.00	\$660.00

Terms

Payment Terms: Net 30

Delivery Date: July 21, 2026

Shipping Method: Vendor flatbed delivery

Subtotal: \$4,902.60

Total (incl. \$190.85 freight, \$245.13 tax): \$5,338.58

Signatures

Authorized Signature (Buyer): M. Alvarez

Date: July 14, 2026

Authorized Signature (Vendor): T. Okafor

Date: July 15, 2026