**Purchase Order**

|  |  |
| --- | --- |
| John Smith 4490 Oak Drive Albany, NY 12210 | Tanggal  Purchase Order No. |
|  |  |
| **VENDOR**  **PT Jaya Abadi**  Jessie M Home (Contact Person) 4312 Wood Road New York, NY 10031 (203) 743-8993 | **TUJUAN (Pemesan)**  **PT Sanyaja**  Joni (Staff Purchasing) Jalan Teuku Umar No 1 (203) 334-7234 |

**DETAIL PESANAN**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **SKU** | **Barang** | **Qty.** | **Unit** | **Harga Unit** | **Total** |
| 1 | 4387384 | Pensil 2B | 5 | luzin | 20000 | 100000 |
| 2 | 1358321 | Pensil HB | 5 | luzin | 17000 | 85000 |
| 3 | 1543702 | Kertas HVS A4, 80 gsm | 2 | rim | 54000 | 108000 |
| 4 | 1097432 | Kertas HVS A4, 70 gsm | 2 | rim | 52000 | 104000 |
| 5 | 7597321 | Pena Ball point hitam | 1 | dus | 23000 | 23000 |
| 6 | 8723851 | Pena Ball point biru | 1 | dus | 24000 | 24000 |
| 7 | 2935871 | clip | 1 | kotak | 3000 | 3000 |
|  |  |  |  |  | Subtotal |  |
|  |  |  |  |  | PPN (10%) |  |
|  |  |  |  |  | Diskon |  |
|  |  |  |  |  | Total |  |

Catatan Tambahan:

* Barang diharapkan tiba dalam kondisi baik sesuai spesifikasi yang telah disebutkan.
* Pembayaran akan dilakukan selambat-lambatnya dalam waktu 30 hari setelah barang diterima

|  |  |
| --- | --- |
| Tanda Tangan:  [***\_\_\_\_\_\_\_\_\_\_\_\_\_\_***] [Nama Lengkap] [Posisi/Departemen] | Kirim ke:  [Alamat Pengiriman] [Kontak Pengiriman] |