

PURCHASE ORDER



PO Number PO-0001
PO Date 12.01.2025
Delivery Date 12.02.2025

Supplier

Company Office Solutions Plus Ltd
Address Business Center, 567 Corporate Road, Leeds, LS1 4PQ, UK
Tel +44 113 987 6543
Email orders@officesolutions.com
Contact Michael Brown (Account Manager)

Ship To

Company Corporate Services International
Address The Business Hub, 890 Enterprise Way, Bristol, BS1 5TY, UK
Tel +44 117 345 6789
Email purchasing@corpservices.com

Item No	Description	Qty	Unit	Rate	Net Price
1	Ergonomic Office Chair - Pro Series	10	pcs	\$299,00	\$2.990,00
2	Executive Desk - Premium Wood	5	pcs	\$899,00	\$4.495,00
3	Executive Desk - Premium Wood	5	pcs	\$799,00	\$3.995,00
4	Filing Cabinet (4-Drawer)	8	pcs	\$245,00	\$1.960,00
5	Meeting Room Table - 8 Seater	2	pcs	\$1.200,00	\$2.400,00
6	Office Stationery Set	20	set	\$245,00	\$4.900,00

Subtotal	\$20.740,00
Discount Rate	5%
Discount	\$1.037,00
Tax Rate	10%
Tax	\$1.970,30
Other Costs	\$500,00
TOTAL	\$22.173,30

TERMS & CONDITIONS

- 1. **Payment Terms:** Net 30 days
- 2. **Shipping Method:** Standard Ground Delivery
- 3. **Delivery Time:** 5-7 business days
- 4. **Warranty:** Standard manufacturer warranty applies
- 5. **Returns:** Within 14 days in original packaging
- 6. **Damages:** Must be reported within 24 hours
- 7. **Currency:** All prices in GBP
- 8. **Validity:** This PO is valid for 30 days

NOTES

- * Please quote PO number on all correspondence
- * Delivery appointment required
- * Assembly service available upon request
- * All furniture must include assembly instructions
- * Certificate of compliance required for electrical items