SMALL BUSINESS PURCHASE ORDER & DELIVERY RECEIPT

FORMAL GOODS PROCUREMENT, SHIPPING TERMS, ITEM SPECIFICATION & RECEIVING VERIFICATION

VENDOR / SUPPLIER DETAILS:

Vendor Company: _____

Contact Person: _____

Phone / Email: _____

PURCHASE ORDER & SHIPPING DETAILS:

PO #: _____ Date: _____/_____/20____

Delivery Due: ____/____/20__ Terms: [ ] Net 30 [ ] COD

Ship To / Receiving Facility: _____

ITEM	SKU / CODE	ITEM DESCRIPTION & SPECIFICATIONS	QTY ORD	UNIT	UNIT PRICE	TOTAL PRICE	QTY RECV [OK]
01	_____		_____	[EA/BX]	$ _____	$ _____	[ ] [ ] Damaged
02	_____		_____	[EA/BX]	$ _____	$ _____	[ ] [ ] Damaged
03	_____		_____	[EA/BX]	$ _____	$ _____	[ ] [ ] Damaged
04	_____		_____	[EA/BX]	$ _____	$ _____	[ ] [ ] Damaged
05	_____		_____	[EA/BX]	$ _____	$ _____	[ ] [ ] Damaged
06	_____		_____	[EA/BX]	$ _____	$ _____	[ ] [ ] Damaged
07	_____		_____	[EA/BX]	$ _____	$ _____	[ ] [ ] Damaged
08	_____		_____	[EA/BX]	$ _____	$ _____	[ ] [ ] Damaged

SPECIAL SHIPPING INSTRUCTIONS & TERMS:

Carrier / Freight: [ ] FedEx [ ] UPS [ ] Freight / LTL

Tracking Number: _____

Packing Slip Mandatory: Must match PO# exactly on all packages.

Deliveries accepted Mon-Fri 8:00 AM - 4:00 PM at Loading Bay 2.

Discrepancy Reporting Window: 48 hours from delivery timestamp.

PURCHASE ORDER TOTALS:

SUBTOTAL ITEMS: $ _____

SHIPPING & HANDLING: $ _____

APPLICABLE SALES TAX: $ _____

TOTAL ORDER AMOUNT: $ _____

WAREHOUSE RECEIVING & DELIVERY ACCEPTANCE SIGN-OFF:

Purchasing Authorized Agent: _____

Agent Signature: _____ Date: __/__/20__

Warehouse Receiver Name: _____

Receiver Signature: _____ Date: __/__/20__