# PURCHASE ORDER

No. PO-001
Date: 1 Nov 2026

**Your business name**

VENDOR
**Client name**

| # | Description | Qty | Rate | Amount |
|---|---|---|---|---|
| 1 | Laptop, 16 GB, 512 GB SSD | 5 | ₹52,000.00 | ₹2,60,000.00 |
| 2 | Wireless mouse | 5 | ₹650.00 | ₹3,250.00 |
| 3 | Annual software licence | 5 | ₹3,500.00 | ₹17,500.00 |
| 4 | Delivery to site | 1 | ₹1,500.00 | ₹1,500.00 |
| 5 | Installation | 1 | ₹2,500.00 | ₹2,500.00 |
| | | | **Taxable value** | ₹2,84,750.00 |
| | | | **CGST 9%** | ₹25,627.50 |
| | | | **SGST 9%** | ₹25,627.50 |
| | | | **Total** | ₹3,36,005.00 |

**Notes and terms**

Delivery within 10 days. Goods subject to inspection. Tax invoice with GSTIN and HSN required for payment. Payment 30 days after receipt of a correct invoice.

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