

Purchase Order Letter for Books

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December 30, 2024

Rachel Johnson
Book World Distributors
789 Literature Lane
Booktown, NY 11001

Subject: Purchase Order for Books

Dear Rachel Johnson,

I hope this letter finds you in good health and high spirits. I am writing to officially place a purchase order for books required for our company's upcoming educational program. These books will be integral to our initiative to support learning and development among our employees. Below are the details of the order:

Book Details:

1. "Effective Leadership in the Modern Workplace" by John Smith - Quantity: 50 copies - Unit Price: \$25 - Total: \$1,250

2. "Advanced Data Analytics: Concepts and Applications" by Lisa Brown -
Quantity: 30 copies - Unit Price: \$40 - Total: \$1,200
3. "The Future of Technology and Innovation" by Michael Lee - Quantity: 20 copies
- Unit Price: \$35 - Total: \$700
4. "Mindfulness and Productivity" by Sarah Green - Quantity: 40 copies - Unit
Price: \$20 - Total: \$800

Total Order Amount: \$3,950

Delivery Address: Knowledge Hub Solutions, 456 Education Boulevard, Learning City,
CA 90210

Delivery Date: January 20, 2025

Payment Terms:

We will provide an advance payment of 30% of the total amount, equaling \$1,185, upon confirmation of the order. The remaining balance of \$2,765 will be paid upon the successful delivery and inspection of the books.

It is important that the books are in pristine condition, free from defects, and securely packaged to prevent any damage during transit. Along with the shipment, we kindly request you to include an itemized invoice, purchase receipt, and any additional documentation necessary for our records.

Please confirm receipt of this purchase order at your earliest convenience and share the delivery schedule. If there are any questions, modifications, or additional requirements, do not hesitate to contact me via email or phone. Our team is available to coordinate with you to ensure the timely and smooth processing of this order.

We greatly appreciate the services provided by Book World Distributors and value the quality of products you deliver. Your commitment to customer satisfaction has been a key factor in our decision to continue partnering with you for our book requirements. We look forward to receiving the order on time and as per the agreed specifications.

Thank you for your attention and cooperation. We are confident that this transaction will further strengthen our professional relationship and ensure the success of our educational program.

Sincerely,

Mark Thompson

Procurement Coordinator

Knowledge Hub Solutions