

Purchase Order Letter for Lab Equipment

Michael Carter
Innovative Research Labs
789 Discovery Drive
Metro City, TX 75001
michael.carter@innoresearchlabs.com
(777) 654-3210

December 30, 2024

Laura Bennett
Scientific Equipment Solutions
345 Laboratory Lane
Springfield, IL 62704

Subject: Purchase Order for Lab Equipment

Dear Laura Bennett,

I hope this letter finds you well. I am writing to formally confirm our purchase order for lab equipment essential to our ongoing research and development projects. These tools are critical to maintaining high standards of accuracy, efficiency, and productivity in our laboratory operations. Below, I have outlined the details of the purchase order for your reference:

Product Details:

1. Advanced Compound Microscope (Model Z500) - Quantity: 3 units - Unit Price: \$1,800 - Total: \$5,400

2. Ultracentrifuge (Model UltraSpin 3000) – Quantity: 1 unit – Unit Price: \$12,000 – Total: \$12,000
3. Spectrophotometer – Quantity: 2 units – Unit Price: \$4,500 – Total: \$9,000
4. Assorted Laboratory Glassware Kit (Beakers, Flasks, Pipettes, etc.) – Quantity: 15 sets – Unit Price: \$200 – Total: \$3,000

Total Order Amount: \$29,400

Delivery Address: Innovative Research Labs, 789 Discovery Drive, Metro City, TX 75001

Delivery Deadline: February 5, 2025

Payment Terms: 30% of the total amount will be paid in advance upon confirmation of the order, and the remaining 70% will be settled upon the delivery and inspection of the equipment.

It is imperative that the equipment adheres strictly to the specifications mentioned above and is delivered within the specified timeline. To ensure the safety and integrity of the items during transit, please take all necessary precautions for secure and protective packaging. Additionally, we request the inclusion of detailed invoices, warranty certificates, and user manuals for each item in the shipment.

If there are any discrepancies, delays, or adjustments required on your end, please notify us promptly so we can address them efficiently. We aim to maintain clear and open communication to ensure a seamless transaction.

Kindly confirm receipt of this purchase order at your earliest convenience and provide us with a tentative delivery schedule. Your prompt acknowledgment of this order will help us prepare our team for the installation and integration of the equipment into our laboratory setup.

We have chosen Scientific Equipment Solutions for your reputation for quality products and dependable service. We are confident that this order will further strengthen our partnership. Thank you for your cooperation and support in ensuring the successful fulfillment of this order.

Looking forward to your confirmation and a smooth delivery process.

Sincerely,

Michael Carter

Operations Manager

Innovative Research Labs