

Purchase Order Letter to Supplier

Oliver Green
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December 30, 2024

Sophia Carter
Supplies Plus Ltd.
123 Industrial Avenue
Supply Town, NY 10001

Subject: Purchase Order for Office Supplies

Dear Sophia Carter,

I am writing to formally place a purchase order for office supplies as per our recent discussion. These items are crucial to maintaining our daily operations, and we rely on your prompt and reliable service to meet our needs. Below are the details of the order:

Product Details:

- Executive Office Chairs - Quantity: 15 units - Unit Price: \$150 - Total: \$2,250
- Office Desks with Drawers - Quantity: 10 units - Unit Price: \$300 - Total: \$3,000

3. Printer Paper (A4 size, 500 sheets per ream) – Quantity: 100 reams – Unit Price: \$5 – Total: \$500
4. Ballpoint Pens (Blue Ink, Pack of 20) – Quantity: 50 packs – Unit Price: \$10 – Total: \$500
5. Whiteboards (4x6 feet) – Quantity: 5 units – Unit Price: \$120 – Total: \$600

Total Order Amount: \$6,850

Delivery Address: Global Tech Innovations, 789 Business Drive, Innovation City, TX 75001

Delivery Date: January 15, 2025

Payment Terms:

A deposit of 25% of the total amount, amounting to \$1,712.50, will be made upon confirmation of this order. The remaining balance of \$5,137.50 will be settled upon successful delivery and inspection of the items.

Please ensure that all items are securely packaged and delivered on time. Additionally, we request that a detailed invoice, warranty information (if applicable), and a packing list be included with the shipment.

We kindly ask you to confirm receipt of this purchase order and provide us with a detailed delivery schedule. If there are any concerns, adjustments, or queries regarding this order, feel free to contact me directly via email or phone.

We value our long-standing relationship with Supplies Plus Ltd. and appreciate the high-quality products and excellent service you consistently deliver. Your attention to detail and commitment to meeting deadlines have been instrumental in our smooth operations.

Thank you for your prompt attention to this order. We look forward to receiving the supplies as per the agreed terms and continuing our successful partnership.

Sincerely,

Oliver Green

Procurement Manager

Global Tech Innovations