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Purchase Order Format - Version 1 (Simple)

Purchase order template with supplier, item, quantity, rate and order value sections.

Business / Company Details	Document Details
Business Name: _____ Address: _____ GSTIN: _____ Phone: _____	Format Type: Purchase Order Format Version: Simple Date: ____ / ____ / _____ No.: _____

S.No	Item Description	HSN/SAC	Qty	Rate	Taxable Value	GST	Total Amount
1	Product A	9983	2	850	1700	306.0	2006.0
2	Service Package	8471	3	900	2700	486.0	3186.0
3	Consulting Fee	3004	4	950	3800	684.0	4484.0
4	Spare Parts	9966	5	1000	5000	900.0	5900.0
5	Office Supplies	2106	6	1050	6300	1134.0	7434.0
Total			**20**		**19,500**	**3,510.00**	**23,010.00**

Summary / Notes	Authorization
Subtotal: _____ Tax: _____ Grand Total: _____ Notes / Terms: _____	Prepared By: _____ Checked By: _____ Authorized Signature: _____