

(Submitted on Buyer's Letterhead)  
PURCHASE ORDER (PO)

Date:

PO Ref. No:

MBS Enterprises & Consultancy  
Baliuag, Bulacan.  
Attn: Sales Department

I, (Representative Name), on behalf of the above company, with full corporate responsibility as the prospective buyer, hereby submit our formal Purchase Order for the purchase of (commodity), as stated below.

By this Purchase Order, we declare with full legal responsibility that we are ready, willing and able to purchase the said commodity and are the legal signatory with full corporate power to produce the acceptable banking instruments to activate a valid sales contract between ourselves and the seller.

Name& Type of commodity:	
Specifications:	
Quantity:	
Price: (in Php. per unit/bag)	
Destination Port:	
Estimated Date of Delivery:	
Payment Terms:	

The following commercial banking institution will function as the Primary Bank of Record for this transaction:

Bank Account Name or Holder:	
Full Name of Bank:	
Full Address of Bank:	
Bank Account No:	
SWIFT/ BIC/Sort Code No:	
Bank Phone No : / Fax No:	
Bank's Officer Name & Title:	
Bank Officer's Direct Phone/Fax No:	
Bank Officer's Email Address:	

We understand that any and all offers and/or contracts are subject to seller's successful probe of buyer's account and verification of capacity to purchase. We hereby give written authority and grant the right and permission to the seller to seek usual bank reference and to conduct the necessary probe of our bank account for the sole purpose of this transaction.

By signing this Purchase Order, we understand all offers are subject to final agreement by contract or a Commercial Invoice, and look forward to a fruitful transaction.

\_\_\_\_\_  
Signature of Signatory:

Company Seal/Stamp

\_\_\_\_\_  
Name of Signatory:  
(Title of Signatory)  
Full Company Name  
Phone No : / Fax No  
E-mail: