

PURCHASE ORDER

Purchase Order Number: PO-55231 Requisition Number: REQ-9910 Date: 2 April 2024

To: Global Office Supplies Ltd. Please supply the following goods to our warehouse at the address shown below and confirm the expected delivery date by return.

Qty Ordered: 20 Item: Ergonomic office chair Unit Price: \$180.00

Qty Ordered: 15 Item: Height-adjustable desk Unit Price: \$420.00

Qty Ordered: 50 Item: LED desk lamp Unit Price: \$35.00

This is an official order. All goods supplied against this purchase order must reference the requisition number on the delivery note and on your invoice.

Authorised by: Procurement Department, Northwind Ltd.