

## PURCHASE ORDER

To: (company) \_\_\_\_\_ Date: \_\_\_\_\_  
(Address) \_\_\_\_\_ P.O.#: \_\_\_\_\_  
\_\_\_\_\_ Quotation #: \_\_\_\_\_  
Attention: \_\_\_\_\_ Quotation Date: \_\_\_\_\_

| Sr. #. | ITEM  | QTY | PRICE      |
|--------|---|-----|------------|
| 1      | Toshiba Laptop, Model: Portege Z30, 256SSD Hard drive, 10/100Mbps     | 1   | 180,000.00 |
|        | Intel Core i7, 2.4 Ghz, up to 3.0Ghz, 3M Cache), Windows 7 Single     |     |            |
|        | Preinstalled 64 Bit Licensed (Upgradeable Windows 10) & Carrying Case |     |            |
|        | with 03 Years Labor & Parts Warranty & Rs: 180000/-                   |     |            |
|        |   |     |            |
|        | <b>TOTAL</b>  |     | 180,000.00 |

Delivery & Payment terms: THROUGH CHEQUE

- \* To be delivered at Plot # 05A, 1st Floor, Ahmed Arcade, St # 169, G-13/3, Islamabad
- \* We accept your quotation price as stated above and request your prompt attention to this order.
- \* Please note: SPO will not compromise on the quality of the final product and reserves the right to reject any substandard product and will hold the payment.

SPO Staff Requesting Purchase: \_\_\_\_\_

Budget Line item: \_\_\_\_\_

Authorized by:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Relevant Authority

Received By: \_\_\_\_\_

Signature: \_\_\_\_\_