



PURCHASE ORDER

Hai Sheng Tang PTE. LTD. (UEN: 201617232G)
 100 Peck Seah Street, #08-14, Singapore 079333
www.hst-pl.com
enquiry@hst-pl.com

PO Number:	<12345>
PO Date:	<date-month-year>
Vendor ID:	<Vendor ID>

Purchase From:
<Vendor Name>
<Vendor Street Address>
<City>, <State> <Zip>
<Phone>
<Email>
<Website>
Contact Person Details:
<Name>
<Number>
<Email>

Ship To:
<Company Name>
<Company Street Address>
<City>, <State> <Zip>
<Phone>
<Email>
<Website>
Contact Person Details:
<Name>
<Number>
<Email>

Ship Via	Shipping Method	FOB Point	Payment Terms	Required By Date
<DHL>	<Sea or Air>	<Sea Port or Airport>	<Net 30 Days>	<Date>

Item Code	Item Description	Quantity	Unit Price	Amount
<201612311111>	<Item 1>			
<201612312222>	<Item 2>			
<201612313333>	<Item 3>			
<201612314444>	<Item 4>			
<201612315555>	<Item 5>			
<201612316666>	<Item 6>			
<201612318888>	<Item 7>			
<201612318888>	<Item 8>			
<201612318888>	<Item 9>			
<201612318888>	<Item 11>			
<201612318888>	<Item 12>			
<201612318888>	<Item 13>			
<201612318888>	<Item 14>			

Notes & Instructions

Subtotal	\$	-
Discount		
Sales Tax Rate		%
Sales Tax		
Freight		
Other Cost		
Order Total		

<Bank Account details>

THIS IS NOT A TAX INVOICE.

Checked By:
 <Name & Signature>

Approved By:
 <Name & Signature>

Date:
 <Date>

Signed By:

X