

Purchase order

Order number PO-2026-0316
Date of issue September 30, 2026
Deliver by October 16, 2026
Reference Workspace refresh

Buyer

Northstar Studio
425 Market Street, Suite 800
San Francisco, CA 94105
purchasing@northstar.example
Registration NS-2048

Supplier

Fieldwork Supply Co.
88 Industrial Way
Portland, OR 97210
orders@fieldwork.example

\$16,945.50 · deliver by October 16, 2026

Item	Qty	Amount
Adjustable desk Oak, 140 cm, cable tray · \$800.00 each	12	\$9,600.00
Task chair Graphite, adjustable lumbar support · \$450.00 each	12	\$5,400.00
Delivery and installation Ground floor, weekday morning	1	\$600.00
Subtotal		\$15,600.00
Tax (8.625%)		\$1,345.50
Order total		\$16,945.50

Terms

Net 30 from accepted delivery. Quote PO-2026-0316 on every invoice, delivery note, and email about this order.

Notes

Deliver to the address above between 9 AM and noon. Contact facilities at least 48 hours before dispatch.

Approved for Northstar Studio

Jordan Lee

Operations director, Northstar Studio