

- Ref. to quotation dated
- List of requirement/items to be ordered along with specifications
- Date on which delivery is required/ Place where the items need to be delivered
- Mode of payment-----
 - (i) Cheque after receiving the order
 - (ii) Cheque after two weeks of delivery
 - (iii) Advance Cheque
 - (iv) Cheque will be ___sent/issued/drawn___ after examining the working condition of the product.
- Items to be in good condition and as per requirement.

You are Neha Singh, computer incharge of DIPS. Your school wishes to buy 20 computers and computer accessories from Apple Inc., Nehru Place, New Delhi, Draft a letter placing order giving all the specifications of the product and its quality.

Sender's Address

Date

Receiver's Address

Subject: Purchase Order

Dear Sir,

I am writing with reference to the quotation dated 19/05/2021. We are delighted to inform you that your quotation has been approved, and our organization will like to place an order for the following items:

No of computers	20
Ram	8GB
Graphics	
SSD	

We would like to receive the order within 15 days after the letter has been dispatched at our school premises. Cheque will be issued after examining the working condition of the product. If the products are not delivered well in time the order will be cancelled. Non functional/ *Kaput* products will be returned, and your organization has to bear the transportation cost.

We look forward to hearing from you.

Regards

