Northwind Studio

12 Harbour Street
Port Elgin, ON N0H 2C0
hello@example.com

Purchase order

PO No. 2026-017
Date: 2026-10-05
Deliver by: 2026-10-20

Vendor

Harbour Paper Supply
88 Dock Road
Owen Sound, ON N4K 3T2

Ship to

Northwind Studio
12 Harbour Street
Port Elgin, ON N0H 2C0

Item	Code	Quantity	Price	Amount
Recycled paper, letter, 500 sheets	PP-2201	20	8.50	170.00
Kraft envelopes, 9 x 12 in	EN-0912	200	0.35	70.00
Shipping boxes, medium	BX-0400	50	1.20	60.00
Packing tape, 48 mm x 50 m	TP-4850	12	3.95	47.40

Subtotal: 347.40
HST 13%: 45.16

Total: 392.56 CAD

Please quote the PO number on your invoice and packing slip. Payment within 30 days of delivery.

Approved by: Dana Whitfield, Design Lead