

ABC Manufacturing Ltd.
123 Industrial Avenue
Springfield, ST 45678
Phone: (555) 123-4567
Email: sales@abcmanufacturing.com

June 21, 2024
Ms. Jane Smith
Purchasing Manager
XYZ Retail Supplies Co.
789 Business Park Road
Metropolis, MT 98765

Order Confirmation – PO #2024-045X and Product Specifications

Dear Ms. Smith,

Thank you for your order dated June 20, 2024. We are pleased to confirm the receipt of your Purchase Order #2024-045X and appreciate your continued trust in our products and services.

Please find below the summary of your order and the agreed product specifications:

| Item No. | Description | Quantity | Technical Specifications | Unit Price |
|----------|----------------------------------|----------|---|------------|
| 001 | Deluxe Office Chair, Model D-100 | 50 units | Ergonomic, Mesh Back, Adjustable Height, Color: Black | \$135.00 |
| 002 | Executive Desk, Model E-X500 | 10 units | 72"x30", Oak Finish, Cable Management Ports | \$420.00 |

Delivery Schedule: The order will be shipped in full by July 10, 2024, via FastShip Logistics. Shipping terms are FOB Springfield.

Payment Terms: Net 30 days from the invoice date.

Kindly review the details above and contact us immediately if any corrections or clarifications are needed. Otherwise, we will proceed with processing your order as specified.

Thank you again for your business. We look forward to serving you and establishing a mutually beneficial partnership.

Sincerely,

Michael Nguyen
Sales Account Manager
ABC Manufacturing Ltd.