

**ABC Manufacturing Ltd.**

123 Industrial Avenue

Springfield, ST 45678

Phone: (555) 123-4567

Email: sales@abcmfg.com

June 21, 2024

**Ms. Jane Smith**

Purchasing Manager

XYZ Retail Supplies Co.

789 Business Park Road

Metropolis, MT 98765

**Order Confirmation â€“ 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.