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Purchase Order (LPO)

Send to the supplier before delivery — it fixes the items, prices, delivery and payment terms

PO no.	PO-2026-048
Date	23-Nov-2026
Supplier	Supplier A Building Materials (example)
Supplier address	Kugbo Market, Abuja
Deliver to	Plot 27, Unity Layout, Lugbe, Abuja
Delivery date	27-Nov-2026
Contact on site	Storekeeper — 0803 000 0000
Requisition ref.	MR-031

Item	Description	Qty	Unit	Rate (₦)	Amount (₦)
1	Dangote cement 42.5R, 50 kg	120.00	bags	₦12,500	₦1,500,000
2	12 mm high-yield iron rods (12 m)	60.00	lengths	₦8,500	₦510,000
3	Binding wire	2.00	rolls	₦25,000	₦50,000
4	Sharp sand (20-ton tipper)	1.00	trip	₦145,000	₦145,000
				Subtotal	**₦2,205,000**

Subtotal	₦2,205,000
Delivery / offloading	₦15,000
VAT (%)	0.0%
VAT	₦0
PO TOTAL	**₦2,220,000**

TERMS

• Prices are fixed for this order. Deliver only the items and quantities above — anything extra will not be paid for.

• Goods are received and counted by the storekeeper; damaged or short items are noted on the waybill.

• Payment: within 7 days of delivery against invoice, waybill and this PO number.

• Iron rods must be the size and grade stated (bring the mill certificate on request).

Authorised by (buyer)	**Accepted by (supplier)**
Name:	Name:
Date:	Date:

Free template from NigeriaBuildingCost.ng. Rates are indicative (Nov 2026) — check current prices in your location before relying on any figure.
Faster option: use the free Material Prices — compare current prices before you order at https://nigeriabuildingcost.ng/material-prices