

# PURCHASE ORDERS

## for International Sales

An effective international purchase order contains most of the essential information that you need to know as a supplier. It also becomes part of a **complete package** should you need to file a claim under your EXIM Export Credit Insurance policy.

### 'BILL TO' AND 'SHIP TO' NAME AND ADDRESS

These can vary so it is important to include both fields on the purchase order. An example is shipping items to a job site while billing the customer's corporate office for the items.

### PAYMENT TERMS

Knowing when the customer is going to pay you is not only helpful to your bottom line, but in determining EXIM Export Credit Insurance **claim filing deadlines** as well.

### Purchase Order

Quote # 74128 • January 1, 2025

**U.S. SUPPLIER NAME**  
STREET ADDRESS  
CITY, STATE ZIP  
PHONE NUMBER  
EMAIL ADDRESS

**BILL TO:**  
**COMPANY NAME**  
STREET ADDRESS  
CITY, COUNTRY, POSTAL CODE

**SHIP TO:**  
**COMPANY NAME**  
STREET ADDRESS  
CITY, COUNTRY, POSTAL CODE

QTY	PRODUCT DESCRIPTION	UNIT PRICE	TOTAL
3	WIDGET A	\$10,000	\$30,000
2	WIDGET B	\$20,000	\$40,000

**TERMS AND CONDITIONS**

PAYMENT TERMS: 60 DAYS FROM DATE OF SHIPMENT FROM PORT OF EXPORTATION  
THIS QUOTE EXPIRES 30 DAYS FROM DATE OF ISSUE.  
INTEREST DISCLAIMER: PLEASE BE AWARE THAT WE WILL CHARGE 1.5% INTEREST PER MONTH ON LATE INVOICES

**Goods Total** \$70,000  
**S/H Charges** \$2,500  
**Insurance** \$500  
**Financing** \$250  
**TOTAL** **\$73,250**

Sellers Name \_\_\_\_\_ Buyers Name \_\_\_\_\_  
Sellers Signature \_\_\_\_\_ Buyers Signature \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

### QUANTITY, PRODUCT DESCRIPTION, UNIT PRICE, AND TOTAL PRICE

These should be agreed upon in advance. You want to eliminate any discrepancies with the customer later, such as disputes over what or how much they ordered and what they agreed to pay for those items.

### ADDITIONAL CHARGES

Itemizing additional costs is a transparent way of disclosing them to your customer.

### SIGNATURES

It's a good idea to have the customer sign, print their name, and date their acceptance.



Ready to Start Your Journey?

Request a free consultation: [grow.exim.gov/consultationrequest](https://grow.exim.gov/consultationrequest)

This is a descriptive summary to be used only as a general introductory reference tool. The complete terms and conditions of the policy are set forth in the policy text, applications, and endorsements.