

Meridian Partners, LLC
Management Consulting
225 W. Wacker Drive, Suite 1400 | Chicago, IL 60606
Tel: (312) 555-0190 | ap@meridianpartners.com | www.meridianpartners.com

PURCHASE ORDER

PO #	PO-2026-00532
Date	March 4, 2026
GL Code	6200-000-5100

BILL TO/SHIP TO

Meridian Partners, LLC
225 W. Wacker Drive, Suite 1400
Chicago, IL 60606
(312) 555-0190
ap@meridianpartners.com

VENDOR

Main Street Office Products
1589 Greenfield Dr
Madison, WI 53703
Attn: Catharine Scott
scott@mainstreetofficeproducts.com

Payment Terms	Payment Due	Ship Via	Currency
Net 30	April 3, 2026	Standard Ground	USD

#	Description / Item	Qty	Unit Price	Extended
1	Copy Paper, 8.5"x11", 20 lb, Case/10 Reams	4	\$59.99	\$239.96
2	Premium Ballpoint Pens, Black Ink, Box/12	3	\$17.25	\$51.75
3	Manila File Folders, Letter Size, 100-Pack	2	\$28.50	\$57.00
4	Laser Printer Toner Cartridge, Black (HP-Compatible)	1	\$124.99	\$124.99
5	Single-Arm Adjustable Monitor Stand	2	\$89.50	\$179.00
6	USB-C Hub, 7-Port, Aluminum Housing	3	\$74.75	\$224.25
7	Sticky Notes, 3"x3", Assorted Colors, 24-Pack	6	\$7.99	\$47.94
8	Dry-Erase Board Markers, Assorted, 16-Pack	2	\$18.75	\$37.50
9	Desk Organizer Set, 5-Piece	5	\$62.75	\$313.75

Subtotal: \$1,276.14

Tax / Duty: \$0.00

Shipping: \$0.00

TOTAL DUE: \$1,276.14

TERMS & CONDITIONS

- 1. Payment is due within 30 days of invoice date per Net 30 terms.
- 2. Please reference the PO number and GL Code on all invoices and correspondence.
- 3. Goods/services must match PO specifications. Substitutions require prior written approval.

4. Invoices not referencing this PO number may result in payment delay.
5. This PO is subject to Meridian Partners, LLC Standard Vendor Agreement.