*(on Buyer's Letterhead)*

This document is prepared in the form of an Irrevocable Confirmed Purchase Order (I.C.P.O.) which has drafted subject to the rules of the International Chamber of Commerce, ICP 500. 

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
To:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Attn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on behalf of director of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with full responsibility and behalf on our Buyer ready to purchase the following goods:

|  |  |
| --- | --- |
| **PRODUCT** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ORIGIN** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL QUANTITY** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_) M.T. per year. |
| **MONTHLY DELIVERY** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_) M.T. per month. |
| **QUALITY** | : Export quality |
| **CONTRACT PERIOD** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ months |
| **DELIVERY** | : FOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or CIF port \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **PRICE AND DISCOUNT** | : To be mutually agreed upon by Buyer & Seller |
| **PAYMENT CONDITIONS** | : Irrevocable, Confirmed, Revolving L/C from a prime world bank |
| **PAYMENT PROCEDURES** | : According to the terms of the contract, to be mutually agreed upon by Buyer & Seller |
| **TRANSACTION PROCEDURES** | : According to the terms of the contract, to be mutually agreed upon by Buyer & Seller |
| **INSPECTION** | : SGS for Quantity and Quality |
| **PERFORMANCE BOND** | : 2% Performance Bond |
| **PROCEDURE** | 1)  2)  3) |
| **BANK NAME** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ADDRESS** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **BANK OFFICER** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **ACCOUNT NUMBER** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **IBAN** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **SWIFT** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TELEPHONE** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **E-MAIL** | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| The given document provides the legal basis for the Seller's transfer of these terms and parameters for preparing of the draft contract and shall become an integral part of the future contract and valid for up to \_\_\_\_ days.  We also give our sanction to Bank of the Supplier (Seller) to make inquiry of our solvency concerning the given transaction ( 'Soft Probe' ). To that we authorize our bank to give from \_\_ \_\_\_\_\_\_\_\_\_ 20x\_\_ the necessary information ( 'Soft Probe' ). | |

BUYER  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
                   *(stamp and seal)*  
  
  
  
President / CEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_