PO comparison and acknowledgment worksheet

QuotedPart reusable worksheet - example, 2026-10-30

Customer / PO / date / reviewer: _____

Quote number / revision / drawing revision: _____

Compare: part and revision ____ quantity ____ unit price ____ extended ____

Compare: delivery basis ____ ship-to ____ freight ____ payment ____ quality flowdowns ____

Mismatch / owner / buyer question / due: _____

Status: received pending review / discrepancy hold / approved acceptance

Approved acceptance: We acknowledge PO [number] for [part/revision], [qty] at [unit] / [total], under [agreed terms]. Confirmed [ship/completion] date [date]. Exceptions [reference/none].

Buyer response / approval reference / production release: _____

Drafting aid only. Review legal effect against governing contracts and law.