# Purchase Order

PURCHASE ORDER # JA-PO-1106

PO DATE Nov 6, 2026

DELIVER BY Nov 13, 2026

JUNIPER & ASH
BISTRO

BUYER
Juniper & Ash Bistro
Renée Castillo
+1 512 555 0158
kitchen@juniperandash.example
1410 E 6th St, Austin, TX 78702

VENDOR
Hill Country Foodservice
Travis Boone
+1 512 555 0181
orders@hillcountryfs.example
2100 Industrial Blvd, San Marcos, TX 78666
**Account:** HCF-48817

## This week's order

Our standing order for the week of November 9, split over two deliveries.

**$3,674.00**
PO total

**2**
Deliveries

**17**
Lines

## Delivery schedule

Please deliver to the back door on the alley. The kitchen receives from 6:00 to 9:00 am only.

| DELIVERY | WINDOW | MAIN ITEMS |
|---|---|---|
| Tuesday, Nov 10 | 6–9 am | Produce, butter, cheese, short rib, shrimp, dry goods |
| Friday, Nov 13 | 6–9 am | Redfish, herbs, romaine, cream, eggs, chicken |

### Who to call

BEFORE 2 PM

Renée Castillo, chef de cuisine, +1 512 555 0158.

AFTER 2 PM

Omar Haddad, sous chef, +1 512 555 0162.



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# Order lines

Prices from your price list of November 2, 2026. Catch-weight items are billed on the actual weight.

| # | ITEM | QTY | PRICE | DISC. | TAX | TOTAL |
|---|---|---|---|---|---|---|
| | **Produce** | | | | | |
| 1 | **Roma tomatoes, 25 lb case**<br>Code: PR-ROMA25<br>Delivery: Tuesday<br> | 4 cases | $32.00 | – | 0% | $128.00 |
| 2 | **Yellow onions, jumbo, 50 lb sack**<br>Code: PR-ONYJ50<br>Delivery: Tuesday | 2 sacks | $34.00 | – | 0% | $68.00 |
| 3 | **Romaine hearts, 48 count**<br>Code: PR-ROMH48<br>Delivery: 2 Tue, 1 Fri | 3 cases | $46.00 | – | 0% | $138.00 |
| 4 | **Lemons, 115 count**<br>Code: PR-LEM115<br>Delivery: Tuesday | 2 cases | $58.00 | – | 0% | $116.00 |
| 5 | **Fresh herbs: flat parsley, cilantro, thyme**<br>Code: PR-HERB<br>Delivery: 18 Tue, 18 Fri | 36 bunches | $1.25 | – | 0% | $45.00 |
| | | | | Subtotal: Produce | | **$495.00** |
| | **Dairy and eggs** | | | | | |
| 6 | **Heavy cream 36%, half gallon, case of 6**<br>Code: DY-CRM36<br>Delivery: 2 Tue, 2 Fri | 4 cases | $42.00 | – | 0% | $168.00 |
| 7 | **Unsalted butter, 1 lb prints, case of 36**<br>Code: DY-BUT36<br>Delivery: Tuesday | 2 cases | $138.00 | – | 0% | $276.00 |
| 8 | **Large eggs, grade AA, 15 dozen**<br>Code: DY-EGG15<br>Delivery: 2 Tue, 2 Fri | 4 cases | $54.00 | – | 0% | $216.00 |
| 9 | **Parmigiano Reggiano, 24 months, by the pound**<br>Code: DY-PARM24<br>Delivery: Tuesday | 20 lb | $15.50 | – | 0% | $310.00 |
| | | | | Subtotal: Dairy and eggs | | **$970.00** |



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| # | ITEM | QTY | PRICE | DISC. | TAX | TOTAL |
|---|---|---|---|---|---|---|
| | **Meat and seafood** | | | | | |
| 10 | **Chicken thighs, boneless, skinless, 40 lb case**<br>Code: MT-CHT40<br>Delivery: 2 Tue, 1 Fri | 3 cases | $118.00 | – | 0% | $354.00 |
| 11 | **Beef short rib, bone-in, choice**<br>Code: MT-SRIB<br>Delivery: Tuesday | 60 lb | $9.80 | – | 0% | $588.00 |
| 12 | **Gulf shrimp 16/20, peeled and deveined, frozen, 5 lb box**<br>Code: SF-SHR1620<br>Delivery: Tuesday | 6 boxes | $62.00 | – | 0% | $372.00 |
| 13 | **Redfish fillets, fresh, skin on**<br>Code: SF-REDF<br>Delivery: Friday<br> | 30 lb | $16.50 | – | 0% | $495.00 |
| | | | | | Subtotal: Meat and seafood | **$1,809.00** |
| | **Dry goods** | | | | | |
| 14 | **Extra virgin olive oil, 3 L tin**<br>Code: DG-EVOO3 | 6 tins | $38.00 | – | 0% | $228.00 |
| 15 | **Arborio rice, 10 lb bag**<br>Code: DG-ARB10 | 4 bags | $21.00 | – | 0% | $84.00 |
| 16 | **All-purpose flour, unbleached, 50 lb bag**<br>Code: DG-FLR50 | 2 bags | $26.00 | – | 0% | $52.00 |
| 17 | **Kosher salt, 3 lb box, case of 9**<br>Code: DG-KSALT | 1 case | $36.00 | – | 0% | $36.00 |
| | | | | | Subtotal: Dry goods | **$400.00** |

| | |
|---|---|
| Subtotal | $3,674.00 |
| Sales tax (food, exempt in Texas) | $0.00 |
| **PO total** | **$3,674.00** |



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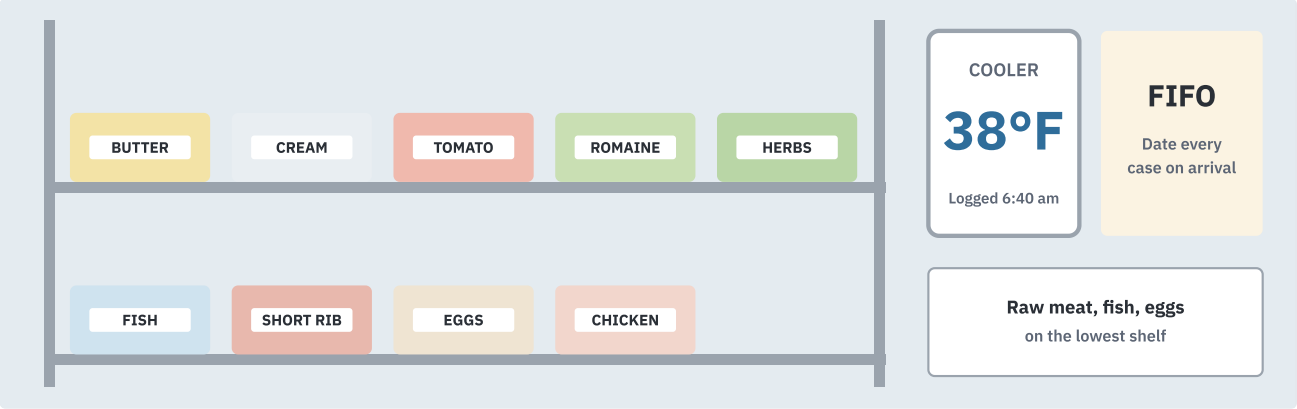
# How we set the quantities

We count the walk-in on Thursday night and order up to par for 410 covers forecast next week.

| ITEM | PAR | ON HAND | ORDER |
|---|---|---|---|
| Roma tomatoes, cases | 5 | 1 | 4 |
| Heavy cream, cases | 5 | 1 | 4 |
| Large eggs, cases | 5 | 1 | 4 |
| Chicken thighs, cases | 4 | 1 | 3 |
| Short rib, lb | 70 | 10 | 60 |
| Shrimp 16/20, boxes | 8 | 2 | 6 |
| Redfish, lb | 30 | 0 | 30 |

# Where it goes

Everything cold goes straight into the walk-in. We date every case on arrival and use the oldest first, so please keep lot and pack dates visible on the cases.






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# Receiving checks

We check every delivery with the driver present. Items that fail are refused and credited on the invoice.

### Temperature

- ☐ Chilled items at 41 °F or below
- ☐ Frozen items at 0 °F or below, no thaw signs

### Condition

- ☐ Fish: clear eyes or bright flesh, mild sea smell
- ☐ Produce: no mold, bruising or wilting
- ☐ Cases sealed, eggs uncracked

### Paperwork

- ☐ Invoice quotes PO JA-PO-1106
- ☐ Catch weights printed per case

# Order terms

**1. Substitutions**

1.1 Call before substituting anything. Do not substitute fish or short rib without the chef's approval.

**2. Shorts**

2.1 If an item is short, tell us by 3 pm the day before delivery so we can source it elsewhere.

**3. Payment**

3.1 Net 14 from each delivery, on account HCF-48817, as agreed.

AUTHORIZED

Renée Castillo

**Renée Castillo**
Chef de Cuisine
Juniper & Ash Bistro
**Date:** 11 / 06 / 2026

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