A picture containing text, warehouse

Description automatically generated

**PURCHASE ORDER**

**for**

Global Corp

**Prepared by:**

{{author}}

**Date:**

06/03/2021

Purchase Order

{{Company.Name}}

{{Company.Address.Street}}

{{Company.Address.City}}, {{Company.Address.State}} {{Company.Address.Zip}}

{{Company.Phone}}

{{Company.Fax}}

{{Company.Website}}

Purchase Order Number:

{{OrderDetails.Number}}

Date:

{{OrderDetails.Date}}

# **VENDOR**

{{Vendor.Company}}  
{{Vendor.ContactPerson}}

{{Vendor.Address.Street}}

{{Vendor.Address.City}}, {{Vendor.Address.State}} {{Vendor.Address.Zip}}

{{Vendor.Phone}}

{{Vendor.Fax}}

# **SHIP TO:**

{{Recipient.Name}}

{{Recipient.Company}}

{{Recipient.Address.Street}}

{{Recipient.Address.City}}, {{Recipient.Address.State}} {{Recipient.Address.Zip}}

{{Recipient.Phone}}

# **ORDER DETAILS:**

|  |  |  |  |
| --- | --- | --- | --- |
| REQUISITIONER | SHIP VIA | F.O.B. | SHIPPING TERMS |
| {{RequisitesDetails.Requisitioner}} | {{RequisitesDetails**.**ShippingMethod}} | {{RequisitesDetails.FOB}} | {{RequisitesDetails.ShippingTerms}} |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM # | DESCRPTION | QTY | UNIT PRICE | TOTAL |
| {{Items.ItemId}} | {{Items.Description}} | {{Items**.**Quantity}} | {{Items.UnitPrice}} | ${{Items.(Quantity\*UnitPrice)}} |
|  |  |  | Subtotal: | ${{expr($sum(Items.(Quantity\*UnitPrice)))}} |
|  |  |  | Tax: | ${{OrderDetails.Tax}} |
|  |  |  | Shipping: | ${{OrderDetails.Shipping}} |
|  |  |  | Other: | ${{OrderDetails.Other}} |
|  |  |  | Total: | ${{expr($sum(Items.(Quantity\*UnitPrice))+ OrderDetails.Tax + OrderDetails.Shipping + OrderDetails.Other)}} |

# **COMMENTS OR SPECIAL INSTRUCTIONS:**

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