[Company Logo]

Purchase Order

[Company Name]
[Street Address]
[City, ST, ZIP]
Phone: [000-000-0000]
Fax: [000-000-0000]

Date   12/11/2023
P.O. #   [12356]

Vendor	Ship To
[Company Name]	[Attn: Name]
[Website]	[Company Name]
[Street Address]	[Street Address]
[City, ST, ZIP]	[City, ST, ZIP]
Phone: [000-000-0000]	Phone: [000-000-0000]

Shipping Terms	Shipping Method	Delivery Date
	USPS	01/15/2024

Item #	Description	QTY	Unit Price	Total
123456	Product A	27	$220.00	$5,940.00
789012	Product B	3	$55.00	$165.00
				$0.00
				$0.00
				$0.00
				$0.00

Comments

SUBTOTAL	$6,105.00
TAX RATE	5.00%
TAX TOTAL	$305.25
SHIPPING	$1,000.00
OTHER	$0.00
TOTAL	**$7,410.25**

Authorized by   Date

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