[Company Name] **PURCHASE ORDER**

|  |  |  |
| --- | --- | --- |
| [Street Address] | DATE | 9/29/2015 |
| [City, ST ZIP] | PO # | [123456] |
| Phone: (000) 000-0000  Fax: (000) 000-0000  Website: |  |  |

# VENDOR SHIP TO

[Company Name] [Name]

[Contact or Department] [Company Name]

[Street Address] [Street Address]

[City, ST ZIP] [City, ST ZIP]

Phone: (000) 000-0000 [Phone]

Fax: (000) 000-0000

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUISITIONER** | **SHIP VIA** | **F.O.B.** | **SHIPPING TERMS** |
|  |  |  |  |

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| --- | --- | --- | --- | --- |
| **ITEM #** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
| [23423423] | Product XYZ | 15 | 150.00 | 2,250.00 |
| [45645645] | Product ABC | 1 | 75.00 | 75.00 |
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|  | | | SUBTOTAL | 2,325.00 |
| **Comments or Special Instructions**  Thank you for your business. | | | TAX  SHIPPING |  |
|  |
|  | | | OTHER |  |

# TOTAL

**$2,325.00**

If you have any questions about this purchase order, please contact

[Name, Phone #, E-mail]