

# Purchase Order

PURCHASE ORDER #:

DATE:

## CLIENT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## ORDER INFORMATION

PRODUCT NAME	ITEM #	PRICE	QTY	SIZE	COLOUR	TOTAL

## SHIPPING INFO

Method: \_\_\_\_\_

Company: \_\_\_\_\_

Track #: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

## PAYMENT INFO

Subtotal: \_\_\_\_\_ Discount: \_\_\_\_\_

Taxes: \_\_\_\_\_ Shipping: \_\_\_\_\_

Payment Type: \_\_\_\_\_

TOTAL: \_\_\_\_\_

## NOTES

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