

PURCHASE ORDER

DATE: _____

PURCHASE ORDER NO.: _____

VENDOR INFORMATION

VENDOR NAME	SALES PERSON
ADDRESS	
CONTACT NO.	EMAIL ADDRESS

CUSTOMER INFORMATION

CUSTOMER NAME	CONTACT PERSON
ADDRESS	
CONTACT NO.	EMAIL ADDRESS

Item No.	Details	Unit	Quantity	Unit Price	Total

Additional Notes:

Subtotal

Taxes (%)

Discount (%)

Total

Authorized By