

**Purchase Order**

**To**

R. Torre & Company

2000 Marina Blvd

Alameda, CA 94577

Tel: 800-775-1925

Fax: 650-745-3540

|  |  |  |  |
| --- | --- | --- | --- |
| PO# | <number> | PO DATE | <date> |
| Sold To:  <Company name>  <address in USA> | Contact name: <Contact name>  Contact phone: <Contact number>  Contact email | Ship To:  <Company name>  <address in USA>  Attn: <Contact name> | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | LINE NUMBERS | BUYERS PART NUMBER | UPC | ITEM NUMBER | ITEM DESCRIPTION | ORDERED QUANTITY | UNIT OF MEASURE | UNIT PROCE |
| 1 | <number> | <number> |  | <alphanumeric> | <line item> | 47 | CA |  |
| 2 | <number> | <number> |  | <alphanumeric> | <line item> | 21 | CA |  |
| 3 | <number> | <number> |  | <alphanumeric> | <line item> | 21 | CA |  |
| 4 | <number> | <number> |  | <alphanumeric> | <line item> | 42 | CA |  |
| 5 | <number> | <number> |  | <alphanumeric> | <line item> | 36 | CA |  |
| 6 | <number> | <number> |  | <alphanumeric> | <line item> | 36 | CA |  |
| 7 | <number> | <number> |  | <alphanumeric> | <line item> | 42 | CA |  |

|  |  |
| --- | --- |
| Sub Total | 1000.00 |
| Tax 10% | 100.00 |
|  | 1100.00 |

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