

# PURCHASE ORDER

P.O. NUMBER	DATE

## VENDOR

NAME

COMPANY NAME

ADDRESS

PHONE

EMAIL ADDRESS

## CUSTOMER

NAME

COMPANY NAME

ADDRESS

PHONE

EMAIL ADDRESS

SHIPPING TERMS

SHIPPING METHOD

DELIVERY DATE

Code	Product Description	Quantity	Unit Price	Amount

Note:

Subtotal (\$)	
Discount (%)	
Sales Tax (%)	
Other Cost (\$)	
Shipping & Handling (\$)	
Total Amount (\$)	