

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 |
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Note:

Subtotal (\$)

Discount (%)

Sales Tax (%)

Other Cost (\$)

Shipping & Handling (\$)

Total Amount (\$)