

# PURCHASE ORDER

P.O. NUMBER	DATE

VENDOR	CUSTOMER
NAME	NAME
COMPANY NAME	COMPANY NAME
ADDRESS	ADDRESS
PHONE	PHONE
EMAIL ADDRESS	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 (\$)	