

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 (\$)	