

[COMPANY NAME]
[Company Slogan]

[Street Address]
[City, ST ZIP Code]
[Phone Number]
[Fax Number]

PURCHASE ORDER

TO:
[Purchaser Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone Number]

SHIP TO:
[Recipient Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Phone Number]

P.O. NUMBER:
[P.O. number]
[The P.O. number must appear
on all related correspondence,
shipping papers, and invoices]

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Pick the Date				

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
		[Description of Item]	[\$4.00]	[\$4.00]
			SUBTOTAL	
			SALES TAX	[8.2%]
			SHIPPING AND HANDLING	
			OTHER	
			TOTAL	[\$4.33]

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
Laurel Yan
[Street Address]
[City, ST ZIP Code]
[Phone Number]
[Fax Number]

Authorized by Laurel Yan

Pick the Date