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|  |  |  | | | **PURCHASE ORDER** | | | | |  |  | |
|  |  | **[Company Name]** | | |  |  | |  |  |  | |  |
|  |  | [Street Address] | | |  |  | | DATE[DATE] |  |  | |  |
|  |  | [City, ST ZIP] | | |  |  | | PO # [PO#] |  |  | |  |
|  |  | Phone: (000) 000-0000 | | |  |  | |  |  |  | |  |
|  |  | Fax: (000) 000-0000 | | |  |  | |  |  |  | |  |
|  |  | Website: | | |  |  | |  |  |  | |  |
|  |  |  |  |  |  |  | |  |  |  | |  |
|  |  | **VENDOR** | | |  | **SHIP TO** | | | |  | |  |
|  |  | [Company Name] | | |  | [Name] | | | |  | |  |
|  |  | [Contact or Department] | | |  | [Company Name] | | | |  | |  |
|  |  | [Street Address] | | |  | [Street Address] | | | |  | |  |
|  |  | [City, ST ZIP] | | |  | [City, ST ZIP] | | | |  | |  |
|  |  | Phone: (000) 000-0000 | | |  | [Phone] | | | |  | |  |
|  |  | Fax: (000) 000-0000 | | |  |  | | | |  | |  |
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|  |  | **SHIPPING TERMS** | | | **SHIPPING METHOD** | | **DELIVERY DATE** | | |  |  | |
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|  |  | **ITEM #** | **DESCRIPTION** | | | **QTY** | | **UNIT PRICE** | **TOTAL** |  | |  |
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|  |  | **Comments or Special Instructions** | | | | [42] | | SUBTOTAL |  |  | |  |
|  |  |  | | | |  | | TAX |  |  | |  |
|  |  |  | | SHIPPING |  |  | |  |
|  |  |  | | **TOTAL** |  |  | |  |
|  |  |  |  |  |  |  | |  |  |  | |  |

