|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PO# : | [000000] | Date: | Enter a date |  |  |  | PURCHASE ORDER |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **ITEM #** | **ITEM DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |  | **VENDOR** | | |
| 1 | #123456 | Item description | Qty | $ 000.00 | $ 000.00 |  |  | Contact or Department | |
| 2 |  |  |  |  |  |  |  | Street Address | |
| 3 |  |  |  |  |  |  |  | City, ST ZIP | |
| 4 |  |  |  |  |  |  |  | (999) 999-9999 | |
| 5 |  |  |  |  |  |  |  | user\_name@email.com | |
| 6 |  |  |  |  |  |  |  |  | |
| 7 |  |  |  |  |  |  | **SHIP TO** | | |
| 8 |  |  |  |  |  |  |  | Full Name | |
| 9 |  |  |  |  |  |  |  | Street Address | |
| 10 |  |  |  |  |  |  |  | City, ST ZIP | |
| 11 |  |  |  |  |  |  |  | (999) 999-9999 | |
| 12 |  |  |  |  |  |  |  | user\_name@email.com | |
| 13 |  |  |  |  |  |  |  |  | |
| 14 |  |  |  |  |  |  |  |  | |
| 15 |  |  |  |  |  |  |  |  | |
| 16 |  |  |  |  |  |  |  |  | |
| 17 |  |  |  |  |  |  |  | | |
| **ADDITIONAL INFORMATION/COMMENT** | | | SUBTOTAL | | $ 000.00 |  | Accepted By: | | Full Name |
| Put comments here | | | TAX | | 000 % |  | Approved By: | | Full Name |
| SHIPPING | | $ 000.00 |  | signature | |  |
| **TOTAL** | | **$ 000.00** |  | signature | |  |