

PURCHASE ORDER

DATE: _____

PURCHASE ORDER NO.: _____

VENDOR INFORMATION

| | |
|-------------|---------------|
| VENDOR NAME | SALES PERSON |
| ADDRESS | |
| CONTACT NO. | EMAIL ADDRESS |

CUSTOMER INFORMATION

| | |
|---------------|----------------|
| CUSTOMER NAME | CONTACT PERSON |
| ADDRESS | |
| CONTACT NO. | EMAIL ADDRESS |

| Item No. | Details | Unit | Quantity | Unit Price | Total |
|----------|---------|------|----------|------------|-------|
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Additional Notes:

Subtotal

Taxes (%)

Discount (%)

Total

Authorized By