|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| <<[Company.Name]>> | | | | | | | | | | |
|  | | | | | | | | | | |
| <<[Company.Name]>>  <<[Company.Address]>>  <<[Company.PhoneNumber]>> <<[Company.EmailAddress]>> <<[Company.Website]>> | |  |  | | **PURCHASE ORDER** | | | | | |
|  |  | | |  | | | | |
|  | DATE: | | | | | **<<[Date]>>** | | |
|  | ORDER NO.: | | | | | **<<[Number]>>** | | |
|  | |  |  | | | | |  | | |
|  | | | | | | | | | | |
| **VENDOR INFORMATION** | | | | | | | | | | |
| VENDOR NAME | | | SALES PERSON | | | | | | | |
| **<<[Vendor.Name]>>** | | | **<<[Vendor.Responsible]>>** | | | | | | | |
| ADDRESS | | | | | | | | | | |
| **<<[Vendor.Address]>>** | | | | | | | | | | |
| CONTACT NO. | | | EMAIL ADDRESS | | | | | | | |
| **<<[Vendor.PhoneNumber]>>** | | | **<<[Vendor.EmailAddress]>>** | | | | | | | |
| **CUSTOMER INFORMATION** | | | | | | | | | | |
| CUSTOMER NAME | | | CONTACT PERSON | | | | | | | |
| **<<[Customer.Name]>>** | | | **<<[Customer.Responsible]>>** | | | | | | | |
| ADDRESS | | | | | | | | | | |
| **<<[Customer.Address]>>** | | | | | | | | | | |
| CONTACT NO. | | | EMAIL ADDRESS | | | | | | | |
| **<<[Customer.PhoneNumber]>>** | | | **<<[Customer.EmailAddress]>>** | | | | | | | |
| **Item No.** | **Details** | | **Unit** | | | | **Quantity** | **Unit Price** | | **Total** |
| <<foreach [in Items]>><<[No]>> | <<[Details]>> | | <<[Unit]>> | | | | <<[Quantity]>> | $<<[UnitPrice]>> | | $<<[Total]>> <</foreach>> |
| <<[Message]>> | | |  | **Total** | | | | | **$<<[Total]>>** | |
|  | **Authorized By** | | | | | | |
|  |  | | | | | | |
|  |
|  | <<[Signature.Name]>> | | | | | | |
|  | <<[Signature.Company]>> | | | | | | |
|  | <<[Signature.Title]>> | | | | | | |

<<if [Total > 200]>>

**Thanks for the purchase! We value our cooperation.**

<</if>>

<<image [QR.Q(Number)] -keepRatio>>

<<link [Company.Website]>>