

Accounts Payable  
100 Main Street  
Anytown, USA 99999  
(123) 456-6789

**NO:**

**Phone:**  
**Fax:**  
**Attn:**

[illegible]**TOTAL AMOUNT**

1. PLEASE MAIL ALL INVOICES IN DUPLICATE.
2. P.O. NUMBER MUST APPEAR ON ALL INVOICES, PACKING SLIPS, ETC.
3. PLEASE ENCLOSE ITEMIZED PACKING LIST WITH EACH SHIPMENT.
4. ALL MATERIALS FURNISHED ARE SUBJECT TO INSPECTION AND TEST.
5. MATERIALS BACK-ORDERED OR CANCELLED MUST SHOW ON INVOICE.
6. EACH ORDER MUST HAVE A SEPARATE INVOICE.
7. ADVISE PROMPTLY IF UNABLE TO SUPPLY GOODS ORDERED.

Purchasing Officer

This Purchase Order is not valid unless signed by the Purchasing Officer.