

Your Company Name

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

PURCHASE ORDER

NO: PO00196757-A

**VENDOR #** AM001-2

ACME Inc.

Acme Road
Acmeville
Utah

Phone:

Fax:

Attn:

SHIP TO

A building
Some Road
Some City
Utah
UT 98765



Date of Order	Required by Date	Requisition No.	Terms	FOB	Budget Code
08/18/2006	08/27/2006				

Item No.	Quantity	Description	Unit Price	Extended Price
1	1	EC-NAT-6874-1	1,500	1,500
2	2	EC-NGC-687T	225	450
3	3	EC-AUT-687T	300	900
4	5	EC-AUT-ASSET-1	5,000	25,000
5	2	FLUKE-25	250	500
6	2	OU812	2,000	4,000
7	5	E25	225	1,125
8	4	000011764	392	1,570
9	2	EC-CR36511	42,322	84,644
10	5	FLUKE-300	322	1,612
11	2	CR36521	223	446
12	2	001082	2,250	4,500
13	1	P1000-CTNEW	1,500	1,500
14	1	VCR21-LG	150	150
15	2,000	HAVE-STARE	2	4,000
16	1	P1000REPAIR	1,000	1,000
TOTAL AMOUNT				176,399

NOTICE TO VENDOR

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.

OTHER INSTRUCTIONS

See additional pages

APPROVED _____

Purchasing Officer

DATE _____

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

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