

# Purchase Order

SHIP TO:

BILL TO:

PO. Number

TO:

INVOICE TO:

PO. Date

Ref. Number

ATTN:

REMARK:

PHONE:

EMAIL:

Supplier Code		Payment Terms		Incoterms		Ship Via		Tax Exempt Number			Plant	
Item	Due Date	Part No.	Supplier Part No.	Description			Quantity	UoM	Rev	Unit Price	Extended Price	

Total PO Amount:

Currency:

Buyer:

Date:

Please enter our order and ship to arrive on the date specified. This Purchase Order is governed by and issue pursuant to the terms and conditions of purchase and must meet quality requirements.  
1. Mail a separate invoice for each shipments against this purchase order.  
2. Mark all packing lists, shipping containers, invoices, and correspondence with PO number/Part number/Line number/PTY.  
3. Please acknowledge receipt of this purchase order, and if not accepted as written, advise at once with explanation.  
4. Enclose packing list with each shipment.  
5. All parts must meet customer's requirements.  
6. We reserve the right to reschedule or cancel within 30 days of due date