

[Your Company Name]
[Company Address]
[City, State, Zip]
[Phone Number]

PURCHASE ORDER

Sold To:	
Company Name:	
Name:	
Address:	
City, State, Zip	

Ship To:	
Company Name:	
Name:	
Address:	
City, State, Zip	

P.O. Number	P.O. Date	Issued By	Ship Via	FOB	Terms

Item	Quantity	Description	Unit Price	Amount
			Total	

Notes:

Authorized Signature