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| --- | --- | --- | --- | --- | --- |
| CONTOSO LTD. | | **PURCHASE ORDER** | | | |
| 123 456th St | |  | | DATE |  |
| New York 10001 | | PO # |  |
| Phone: | |  | |
| Fax: | |
| Website: | |
|  | |
| **VENDOR** | |  | **SHIP TO** | | |
| CONTOSO LTD. | |  | | |
|  | | MICROSOFT CORPORATION | | |
| 123 456th St | | 123 Ship St | | |
| New York 10001 | |  | | |
| Phone: | |  | | |
| Fax: | |  | | |
|  | | | | | |
| **REQUISITIONER** | **SHIP VIA** | **F.O.B.** | **SHIPPING TERMS** | | |
|  |  |  |  | | |
|  | | | | | |
| **ITEM #** | **DESCRIPTION** | | **QTY** | **UNIT PRICE** | **TOTAL** |
| [23423423] | Product XYZ | | 15 | 150.00 | 2,250.00 |
| [45645645] | Product ABC | | 1 | 75.00 | 75.00 |
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|  | | |  | SUBTOTAL | 2,325.00 |
| **Comments or Special Instructions** | | | TAX |  |
| Thank you for your business. | | | SHIPPING |  |
| OTHER |  |
| **TOTAL** | **$2,325.00** |
|  | | | | | |
| If you have any questions about this purchase order, please contact | | | | | |
| [Name, Phone #, E-mail] | | | | | |