|  |  |
| --- | --- |
| Logo placeholder | PURCHASE ORDER |
| [Company Name]  [Company Slogan] | INVOICE # **=SID**  Date: **=DATE** |
| [Street Address, City, ST ZIP Code]  Phone [phone] Fax [fax]  [email] |  |

|  |  |  |  |
| --- | --- | --- | --- |
| vENDOR | =Contact Name  [Company Name]  [Street Address]  [City, ST ZIP Code]  [phone]  Customer ID [No.] | SHIP TO | =Contact Name  [Company Name]  [Street Address]  [City, ST ZIP Code]  [phone]  Customer ID [No.] |

|  |  |  |
| --- | --- | --- |
| SHIPPING METHOD | SHIPPING TERMS | DELIVERY DATE |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| qty | item # | description | unit price | discount | line total |
| Quantity | ItemName | null | Price | Discount | LineTotal |
|  | | Subtotal | | | =Subtotal |
|  | | ADDITIONAL DISCOUNT: =ADiscountrate | | | =ADiscount |
|  | | Sales Tax: =TAXRATE | | | =Tax |
|  | | Total | | | **=Total** |
|  | | PAID | | | =Paid |
|  | | BALANCE DUE | | | **=BalanceDue** |

|  |  |  |
| --- | --- | --- |
| 1. Please send two copies of your invoice. 2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above. 3. Please notify us immediately if you are unable to ship as specified. 4. Send all correspondence to: [Name] [Street Address] [City, ST ZIP Code] Phone [phone] Fax [fax] |  | |
| Authorized by | Date |