

Purchase order

Contoso Ltd
215 E Tasman Dr
Po Box 65502
CA 95134 San Jose

Date: 08/23/2022
Purchase order: 00983

Billed to

John Doe
4998 Fancher Drive
OH 44193 Cleveland
(214) 318-0670

Ship to

Mr John Smith
132, My Street
NY 12401 Kingston
(555) 555-1234

Shipping terms	Shipping method	Delivery date
Cost, insurance & freight	Fedex	08/28/2022

Item #	Description	Unit cost	Qty/Hr rate	Amount
089341	Ream of Paper	\$50,00	2	\$100,00
073712	Desk	\$150,00	1	\$150,00
027312	Chair	\$100,00	3	\$300,00

Special notes and instructions

SUBTOTAL	\$550,00
DISCOUNT	-\$50,00
(TAX RATE)	5%
TAX	\$25,00
SHIPPING	\$25,00
TOTAL	\$550,00

4696 Eastland Avenue, Jackson, Mississippi, 23464

Tel: 1 564-555-1234 | Fax: 1 564-555-1234 | info@yourcompanysite.com | www.yourcompanysite.com