

Purchase Order

Ordered By

Any Company Name 555, Any Blvd. Any City, ST, 12345 Any Country

Phone Number: (123) 456-7890 Fax Number: (123) 456-7899 Contact Name: Contact Name P.O. Number **8745236985**

P.O. Date Feb 08, 2004

Deliver To

Any Company Name 7895, Any Street Any City, ST, 12346 Any Country

Phone Number: (123) 456-7891 Fax Number: (123) 456-7899 Contact Name: Contact Name

| Part No. | Description | Quantity | Unit Price | Amount |
|------------------------|--------------|----------|------------|----------|
| 00010-100 | Monitor | 1 | \$350.00 | \$350.00 |
| 00010-200 | Desk lamps | 3 | \$55.00 | \$165.00 |
| 00025-275 | Phone | 5 | \$85.00 | \$425.00 |
| 00300-896 | Address book | 2 | \$15.00 | \$30.00 |
| Terms and Conditions | | | \$970.00 | |
| Account number: 123456 | | | \$67.90 | |
| | | I | \$77.60 | |
| | | | \$50.00 | |
| | | | \$1,165.50 | |

| Authorized By | | | |
|---------------|--|--|--|