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| [company name]  [Company Slogan]  [Street Address] [City, ST ZIP Code]  [Phone Number]  [Fax Number] | | | |  | | | | | | Purchase Order | | | | | |
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| TO:  BILL\_TO  BILL\_TO  BILL\_TO\_ADDRES  [City, ST ZIP Code]  [Phone Number] | | | | | SHIP TO:  SHIP\_TO  SHIP\_TO  SHIP\_TO\_ADDRES  [City, ST ZIP Code]  [Phone Number] | | | | | | | P.O. Number:  PO\_NUMBER  [The P.O. number must appear on all related correspondence, shipping papers, and invoices] | | | |
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| P.O DATE | | REQUISITIONER | | | | SHIPPED VIA | | | F.O.B. POINT | | | | TERMS | | |
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| 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:   Jayasinghe, Sayuru  [Street Address] [City, ST ZIP Code]  [Phone Number]  [Fax Number] | | | | | | |  | SHIPPING AND HANDLING | | | | | | |  |
| OTHER | | | | | | |  |
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|  | | | | | | | Authorized by Jayasinghe, Sayuru | | | | | | | 9/29/2018 | | |