



## Purchase Order

P.O. Number \_\_\_\_\_

P.O. Date \_\_\_\_\_

### Ordered By

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact Name \_\_\_\_\_

### Deliver To

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Part No.	Description	Quantity	Unit Price	Amount
<b>Terms and Conditions</b>  <input type="radio"/> Cash  <input type="radio"/> Credit    Card Type <input type="text"/> Card Number _____		<b>Total</b>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/> Shipping Charge		
		<b>Grand Total</b>		

 \_\_\_\_\_  
 Authorized By