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| **PURCHASE ORDER** | | **COMPANY NAME**  *[company slogan]*  [street address here]  [city, state, zip code]  **Phone:** (111) 222 3333  **Email:** email@company.com | |
|  | |  | |
| **TO** | **SHIP TO** | | P.O NUMBER |
| **[PURCHASER NAME]**  [Company Name]  [street address here]  [city, state, zip code]  **Phone:** (111) 222 3333  **Email:** email@company.com | **[RECIPIENT NAME]**  [Company Name]  [street address here]  [city, state, zip code]  **Phone:** (111) 222 3333  **Email:** email@company.com | | **[P.O. 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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| Qty | Unit | Description | Unit Price | Total |
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| * Please send two copies of your invoice. * Enter this order in accordance with the prices, terms, delivery method, and specifications listed above. * Please notify us immediately if you are unable to ship as specified. * Send all correspondence to:   [Your name]  [Street Address]  [City, ST ZIP Code]  [Phone Number]  [Fax Number] | | | **Sub Total** |  |
| **Sales Tax** |  |
| **Shipping & Handling** |  |
| **Other** |  |
| **Total** |  |
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Authorized by [Your Name] Pick the Date