

[Company Name]

PURCHASE ORDER

[Street Address]

[City, ST ZIP]

Phone: (000) 000-0000

Fax: (000) 000-0000

Website:

DATE

9/29/2015

PO #

[123456]

VENDOR

[Company Name]

[Contact or Department]

[Street Address]

[City, ST ZIP]

Phone: (000) 000-0000

Fax: (000) 000-0000

SHIP TO

[Name]

[Company Name]

[Street Address]

[City, ST ZIP]

[Phone]

REQUISITIONER

SHIP VIA

F.O.B.

SHIPPING TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
[23423423]	Product XYZ	15	150.00	2,250.00
[45645645]	Product ABC	1	75.00	75.00

SUBTOTAL 2,325.00

TAX

SHIPPING

OTHER

TOTAL \$2,325.00

Comments or Special Instructions

Thank you for your business.

If you have any questions about this purchase order, please contact

[Name, Phone #, E-mail]