|  |  |
| --- | --- |
| [Company Name] | **PURCHASE ORDER** |
| [Street Address] |  | DATE | 9/29/2015 |
| [City, ST ZIP] | PO # | [123456] |
| Phone: (000) 000-0000 |  |
| Fax: (000) 000-0000 |
| Website:  |
|  |
| **VENDOR** |  | **SHIP TO** |
| [Company Name] | [Name] |
| [Contact or Department] | [Company Name] |
| [Street Address] | [Street Address] |
| [City, ST ZIP] | [City, ST ZIP] |
| Phone: (000) 000-0000 | [Phone] |
| Fax: (000) 000-0000 |  |
|  |
| **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 |
| **Comments or Special Instructions** | TAX |  |
| Thank you for your business. | SHIPPING |  |
| OTHER |  |
| **TOTAL** | **$2,325.00** |
|  |
| If you have any questions about this purchase order, please contact |
| [Name, Phone #, E-mail] |