|  |  |
| --- | --- |
| [company name][Company Slogan][Street Address][City, ST ZIP Code][Phone Number][Fax Number] | **Purchase Order** |
|  |
| TO:[Purchaser Name][Company Name][Street Address][City, ST ZIP Code][Phone Number]  | SHIP TO:[Recipient Name][Company Name][Street Address][City, ST ZIP Code][Phone Number]  | P.O. Number: [P.O. number][The P.O. number must appear on all related correspondence, shipping papers, and invoices] |
|  |
| P.O DATE | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
| Pick the Date |  |  |  |  |
|  |
| QTY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  | [Description of Item] | $[4.00] | $[4.00] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | SUBTOTAL |  |
| SALES TAX | [8.2%] |
| 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:

[Your name][Street Address][City, ST ZIP Code][Phone Number][Fax Number] |  | SHIPPING AND HANDLING |  |
| OTHER |  |
| TOTAL | $[4.33] |
|  |
|  |
|  | Authorized by [Your Name]  | Pick the Date |