

PURCHASE ORDER

Buyer / company: _____

PO #: _____

Date: _____

Vendor

Name: _____

Company: _____

Address: _____

Phone / email: _____

Ship to

Name: _____

Company: _____

Address: _____

Phone / email: _____

Requested by	Shipping method	Delivery date	Payment terms

Item #	Description	Qty	Unit price	Total

Notes & special instructions

Subtotal	_____
Tax	_____
Shipping	_____
Other	_____
Total	_____

Authorized by (signature): _____

Date: _____