

Generic Purchase Order			
Purchase order no		From: Company name	
Ship to		Address	
City		Date	
Bill to Company Name			
Address			
City	Telephone no	E-mail	
Please ship the items below to the given address. We understand that all purchases made are final and do not come with any warranty			
Qty	Item	Price	
Shipment method: Ship via			
<input type="checkbox"/> FedEx <input type="checkbox"/> Courier <input type="checkbox"/> Hand delivery <input type="checkbox"/> UPS <input type="checkbox"/> Other			
Shipment terms: F.O.B			
This order is required by Date			
Special instructions			
Name		Signature	
Title		Date	sampleforms.org