## [Company Name]

## **PURCHASE ORDER**

[Street Address]
[City, St, Zip]
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
Website:

DATE	
PO#	

## VENDOF

[Company Name] [Contact or Department] [City, St, Zip] Phone: (xxx) xxx-xxxx Fax: (xxx) xxx-xxxx

[Name] [Contact or Department] [City, St, Zip] Phone: (xxx) xxx-xxxx

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING	SHIPPING TERMS	
ITEM#	Description	QTY	Unit Price	TOTAL	
	SUBTOTAL				
Comments or Specia	TAX				
	SHIPPING				
			OTHER		
		TOTAL			