

**PURCHASE ORDER**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Company Name] | | |  | PO # | | |  | |
| [Address] | | |  | Purchase Date: | | |  | |
| [City, State, Zip Code] | | |  | Shipping Method: | | |  | |
| [Phone] | | |  | Shipping Terms: | | |  | |
| [Website] | | |  | Delivery Date: | | |  | |
|  | | |  |  | | |  | |
| **Item #** | **Description** | **Unit Price** | | | **Quantity** | **Total** | |
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|  | | | | | **Subtotal** |  | |
| **Shipping** |  | |
| **Tax** |  | |
| Signature of Authorized Person | | | | | **Other** |  | |
| [Title] | | | | | **Total** |  | |

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| --- |
| Comments: |
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