**PURCHASE ORDER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [Company Name] |  | | PO # |  |
| [Address] |  | | Date: |  |
| [City, State, Zip Code] |  | |  |  |
| [Phone] |  | |  |  |
| [Website] |  | |  |  |
|  |  | |  |  |
| **Vendor Information** |  | **Customer Information** | | |
| [Name] |  | [Name] | | |
| [Address] |  | [Address] | | |
| [City, State, Zip Code] |  | [City, State, Zip Code] | | |
| [Phone] |  | [Phone] | | |
| [Website] |  | [Website] | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item #** | **Description** | **Unit Price** | **Quantity** | **Total** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  | | | **Subtotal** |  |
| **Shipping** |  |
| **Tax** |  |
| Signature of Authorized Person | | | **Other** |  |
| [Title] | | | **Total** |  |

|  |
| --- |
| Notes: |
|  |