

Purchase Order

Vendor

Company Name:

Street Address

City, State, ZIP

Phone:

Email:

Ship To

Company Name:

Street Address

City, State, ZIP

Phone:

Attention:

Order Details

PO Number:**Date:****Requested By:****Terms:****Ship Via:**

Line Items

#	Item Code	Description	Quantity	Unit	Unit Price	Discount	Tax (%)	Line Total

Subtotal:**Discount:****Tax:****Shipping:****Total:**

Special Instructions / Comments

Prepared By

Approved By
