

# Purchase Order

**To (Vendor):**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Purchase Order No.:** \_\_\_\_\_

Date: \_\_\_\_\_

Preferred Supplier: \_\_\_\_\_

**Bill To**

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

**Ship To**

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

**Order Details**

Item No.	Description	Qty	Unit	Unit Price	Total
<b>Subtotal</b>					
<b>Tax</b>					
<b>Total</b>					

**Notes / Special Instructions**\_\_\_\_\_  
Authorized By: \_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_  
Vendor Representative: \_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_