

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
Subtotal					
Tax					
Total					

Notes / Special Instructions

Authorized By:

Date: _____

Vendor Representative: _____

Date: _____