

# Automated Purchase Order

Purchase Order #: \_\_\_\_\_

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

Status: \_\_\_\_\_

Supplier:

Name: \_\_\_\_\_

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

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

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

**Delivery To:**

Department: \_\_\_\_\_

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

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

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

## Order Details

| # | Item/Description | SKU   | Quantity | Unit Price | UOM   | Total |
|---|------------------|-------|----------|------------|-------|-------|
| 1 | _____            | _____ | _____    | _____      | _____ | _____ |
| 2 | _____            | _____ | _____    | _____      | _____ | _____ |
| 3 | _____            | _____ | _____    | _____      | _____ | _____ |

**Subtotal:** \_\_\_\_\_

**Discount:** \_\_\_\_\_

**Tax:** \_\_\_\_\_

**Shipping:** \_\_\_\_\_

**Total:** \_\_\_\_\_

## Notes & Terms

\_\_\_\_\_

\_\_\_\_\_

Authorized By

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