

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: _____