

# Purchase Order

PO Number: \_\_\_\_\_ Date: \_\_\_\_\_

## Vendor

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Ship To

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_

## Order Details

Delivery Date: \_\_\_\_\_  
Payment Terms: \_\_\_\_\_  
FOB: \_\_\_\_\_  
Requested By: \_\_\_\_\_

## Line Items

#	Description	Quantity	Unit	Unit Price	Total
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Subtotal \_\_\_\_\_  
Tax \_\_\_\_\_  
**Total** \_\_\_\_\_

## Notes / Special Instructions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Authorized By

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

\_\_\_\_\_  
Vendor Acceptance

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