**PURCHASE ORDER**

**Date** DD/MM/YYYY

**Purchase Order#** 0001

|  |  |  |
| --- | --- | --- |
| **Billed to** |  | **Ship to** |
| Client Name |  | Client Name |
| Street address |  | Street address |
| City, State, Country |  | City, State, Country |
| ZIP Code |  | ZIP Code |
| Phone |  | Phone |

|  |  |  |
| --- | --- | --- |
| **Shipping terms** | **Shipping method** | **Date** |
| Cost, insurance & freight | Fedex | DD/MM/YYYY |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Unit Cost** | **Quantity** | **Amount** |
|  |  |  |  | 0.00$ |
|  |  |  |  | 0.00$ |
|  |  |  |  | 0.00$ |
|  |  |  |  | 0.00$ |
|  |  |  |  | 0.00$ |
|  |  |  |  | 0.00$ |
|  | **Tax** | 0.00$ |
| **Discount** | 0.00$ |
| **Subtotal**  | 0.00$ |
| **Total** | 0.00$ |