|  |  |
| --- | --- |
| [company name][Company Slogan][Street Address][City, ST ZIP Code][Phone Number][Fax Number] | **Purchase Order** |
|  |
| TO:[Purchaser Name][Company Name][Street Address][City, ST ZIP Code][Phone Number]  | SHIP TO:[Recipient Name][Company Name][Street Address][City, ST ZIP Code][Phone Number]  | P.O. Number: [P.O. number][The P.O. number must appear on all related correspondence, shipping papers, and invoices] |
|  |
| P.O DATE | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
| Pick the Date |  |  |  |  |
|  |
| QTY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL |
|  |  | [Description of Item] | $[4.00] | $[4.00] |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | SUBTOTAL |  |
| SALES TAX | [8.2%] |
| [Street Address][City, ST ZIP Code][Phone Number][Fax Number] |  | SHIPPING AND HANDLING |  |
| OTHER |  |
| TOTAL | $[4.33] |
|  |
|  |
|  |  | Pick the Date |