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| **Phone** **Fax** | *PURCHASE ORDER* |
| P.O. NUMBER: | |

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| --- | --- |
| To: | Ship To: |

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| P.O. DATE | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| QTY | UNIT | DESCRIPTION | | UNIT PRICE | TOTAL |
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|  | | | SUBTOTAL | |  |
| SALES TAX | |  |
| SHIPPING & HANDLING | |  |
| OTHER | |  |
| TOTAL | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone Fax |  |  | |
|  |  | Authorized by | Date |