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

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

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

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

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