

PURCHASE ORDER



COMPANY NAME

STREET ADDRESS
CITY, STATE, ZIP
PHONE NUMBER

PURCHASE ORDER NO.

VENDOR NUMBER

TO:

SHIP TO:

P.O. DATE	SHIP VIA		F.O.B.	TERMS	
BUYER	FREIGHT	REQ. DATE	CONFIRMING TO		TAX
QTY. REQ.	ITEM NO.	DESCRIPTION		UNIT COST	EXTENDED COST

AUTHORIZED SIGNATURE