

[Company Name]

# PURCHASE ORDER

[Street Address]  
[City, ST ZIP Code]  
[Phone] [Fax]  
[e-mail]

P.O. NO. [Enter PO ID Here]  
DATE November 8, 2007  
CUSTOMER ID [ABC12345]

**VENDOR** [Name]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
[Phone]

**SHIP TO** [Name]  
[Company Name]  
[Street Address]  
[City, ST ZIP Code]  
[Phone]

SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE

ITEM #	DESCRIPTION	Qty	UNIT PRICE	LINE TOTAL
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

1. This Purchase Order is placed by [Company Name] and accepted by the Vendor in accordance with [Company Name] Purchase Order General Terms and Conditions. Any questions concerning our Purchase Order General Terms and Conditions should be directed to the contact name identified below.

2. Purchase Order number must appear on all related correspondence including shipping labels, packing slips and invoices.

3. Send all correspondence and direct all questions to:

[Company Name]  
[Contact Name]  
[Street Address]  
[City, ST ZIP Code]  
[Phone]  
[Fax]

**SUBTOTAL**

**SALES TAX**

**TOTAL**

\_\_\_\_\_  
Authorized by

\_\_\_\_\_  
Date