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| [Company Name]  [Your Company Slogan]  YOUR EMAIL: | PURCHASE ORDER |
| The following number I made up must appear on all related correspondence, shipping papers, and invoices:  P.O. NUMBER: [100] |  |
| Mail To: [Recipient Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  Phone [phone] | Ship To: [Recipient Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  Phone [phone] |

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

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| 1. Please send two copies of your invoice. 2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above. 3. Please notify us immediately if you are unable to ship as specified. Email 4. Send all correspondence to:   MY EMAIL:  [Name] [Street Address] [City, ST ZIP Code] Phone [phone] Fax [fax] |  |  | |
|  |  | Authorized by | Date |