|  |  |  |
| --- | --- | --- |
| **Purchase order** |  |  |
|  |  |  |  |  |
| Company name |  | Date: | MM/DD/YYYY |
| Street address |  | Purchase order #: | 00001 |
| City, State, Country |  |  |  |
| ZIP Code |  |  |  |
| Phone |  |  |  |
|  |  |  |  |  |
|  **Billed to**  |  |  |  **Ship to** |   |
|  |  |  |  |  |
| Client Name |  | Client Name |  |
| Street address |  | Street address |  |
| City, State, Country |  | City, State, Country |
| ZIP Code |  | ZIP Code |  |
| Phone |  | Phone |  |
|   |   |   |   |   |
| **Shipping terms** | **Shipping method** |  | **Delivery date** |
|  |
| Cost, insurance & freight | Fedex |   | MM/DD/YYYY |
|   |   |   |   |   |
| **Item #** |  **Description** | **Unit cost** | **Qty/Hr rate** | **Amount**  |
|  |
| Item number | Your item name | $0,00 | 1 | $0,00 |
| Item number | Your item name | $0,00 | 1 | $0,00 |
| Item number | Your item name | $0,00 | 1 | $0,00 |
|   |   | $0,00 | 1 | $0,00 |
|   |   | $0,00 | 1 | $0,00 |
|   |   | $0,00 | 1 | $0,00 |
|   |   |   |   |   |
|  **Special notes and instructions**  |   | **SUBTOTAL** | $0,00 |
|   | **DISCOUNT** | -$0,00 |
| **(TAX RATE)** | 0% |
| **TAX** | $0,00 |
| **SHIPPING** | $0,00 |
| **TOTAL** | $0,00 |