|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |