|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Purchase order** |  | Icon  Description automatically generated

|  |
| --- |
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 |  |
|  |  |  |  |  |  |
|  | **COMPANY NAME** |  | **DATE** |  |  |
|  | Street address | MM/DD/YYYY |  |  |
|  | City, State, Country | **PO NUMBER** |  |  |
|  | ZIP Code | 78008 |  |  |
|  | Phone:  |  |  |  |
|  |  |  |  |  |
|  | **VENDOR** |  | **SHIP TO** |  |  |  |  |  |
|  | Company name | Name |  |  |  |  |  |
|  | Contact or department | Company name |  |  |  |  |  |
|  | Street address | Street address |  |  |  |  |  |
|  | City, State, ZIP | City, State, ZIP |  |  |  |  |  |
|  | Phone:  | Phone:  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|   |  |   |   |   |   |   |   |   |
|   | **SHIPPING TERMS** | **SHIPPING METHOD** | **DELIVERY DATE** |  |
|   | Cost, insurance & freight |   | MM/DD/2021 |   |
|   |  |  |  |  |  |  |  |   |
|   |  |  |  |  |  |  |  |   |
|   | **ITEM #** |   | **DESCRIPTION** | **UNIT COST** | **QTY** | **TOTAL** |  |
|   |   |   |   |   |
|   |   |  |   |   |   |   |   |   |
|   | Item number |  | Your item  | $0,00 | 1 | $0,00 |   |
|   | Item number |   | Your item  | $0,00 | 1 | $0,00 |   |
|   | Item number |   | Your item  | $0,00 | 1 | $0,00 |   |
|   |   |   |   | $0,00 | 1 | $0,00 |   |
|   |   |   |   | $0,00 | 1 | $0,00 |   |
|   |   |   |   | $0,00 | 1 | $0,00 |   |
|   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |  |  |   |   |
|   |   |   |   |   | **SUBTOTAL** |  | $0,00 |   |
|   |   |   |   |   | **(TAX RATE)** |  | 0% |   |
|   |   |   |   |   | **TAX** |  | $0,00 |   |
|   |   |   |   |   | **SHIPPING** |  | $0,00 |   |
|   |   |   |   |   | **OTHER** |  | $0,00 |   |
|   |   |   |   |   |   |   |
|  | **COMMENTS OR SPECIAL INSTRUCTIONS** |  | **TOTAL** |  |
|  |  |  | $0,00 |  |
|  |  |  |

