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

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