**Purchase Order Template**

[Company Name] **PURCHASE ORDER**

[Street Address] DATE\_\_\_\_\_\_\_\_\_\_\_\_\_

[City, ST, ZIP] P.O. #\_\_\_\_\_\_\_\_\_

Phone Number: (\_\_\_) \_\_\_-\_\_\_\_

Fax Number: (\_\_\_) \_\_\_-\_\_\_\_\_\_

Website:

**VENDOR SHIP TO**

[Company Name] [Name]

[Contact or Department] [Company Name]

[Street Address] [Street Address]

[City, ST, ZIP] [City, ST, ZIP]

Phone: (\_\_\_) \_\_\_-\_\_\_\_ Phone: (\_\_\_) \_\_\_-\_\_\_

Fax: (\_\_\_) \_\_\_-\_\_\_\_\_\_

| SHIP VIA | SHIPPING METHOD | SHIPPING TERMS | DELIVERY DATE |
| --- | --- | --- | --- |
|  |  |  |  |

| ITEM # | DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
| --- | --- | --- | --- | --- |
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|  |  |  |  |  |

NOTES/INSTRUCTIONS: **SUBTOTAL:**

 **TAX:**

 **SHIPPING:**

 **OTHER:**

 **TOTAL: $**

For any enquiries regarding this purchase order, please contact

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name], Phone: (\_\_\_) \_\_\_-\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Email Address]