

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

NOTES/INSTRUCTIONS:

SUBTOTAL:
TAX:
SHIPPING:
OTHER:
TOTAL: \$

For any enquiries regarding this purchase order, please contact
 _____ [Name], Phone: (____) ____-____, _____ [Email Address]