



Purchase Order

Date:	1/1/2010
PO.	#####

Vendor

Name
Title
Primary Address
Address 2
Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

Ship To

Name
Title
Primary Address
Address 2
Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

Shipping Method	Shipped Date	Terms	Reference

Qty	Description	Quantity	Unit Price	Line Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Note 1 Note 2 Note 3

Subtotal:	
Processing Fees:	
Tax Rate:	
Tax:	
Total:	

Signature	Date