



# Purchase Order

P.O Number \_\_\_\_\_

P.O. Date \_\_\_\_\_

## Ordered By

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail/ FAX \_\_\_\_\_

Contact Name \_\_\_\_\_

## Deliver To

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail/ FAX \_\_\_\_\_

Contact Name \_\_\_\_\_

Part No.	Description	Quantity	Unit Price	Amount
<b>Terms and Conditions</b>			<b>Total</b>	
			State Tax @	
			Federal Tax @	
			Shipping Charge	
			<b>Grand Total</b>	

Authorized By \_\_\_\_\_