

LOGO

COMPANY NAME
STREET ADDRESS
CITY, STATE ZIP CODE
PHONE NUMBER

PURCHASE ORDER NO.

VENDOR CODE

PURCHASE ORDER

TO:

SHIP TO:

P.O. DATE	SHIP VIA	F.O.B.	TERMS
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BUYER	FREIGHT	REQ. DATE	CONFIRMING TO	REMARKS	TAX
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QTY. REQ.	ITEM NO.	DESCRIPTION	UNIT COST	AMOUNT
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SAMPLE
 Please Note: This image is not to scale - It has been reduced to fit this sheet.

AUTHORIZED SIGNATURE