



Purchase Order

You're Address
City, State, Zip
Phone: 777-123-4567

To:	Ship To:
Name:	Name:
Company :	Company :
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:

Date	Requisitioned By	F.O.B Point	Terms

Quantity	Description	Unit Price	Total

Comments:	Subtotal
	Tax
	Shipping
	Total