

**BILL TO:**

**SHIP TO:**

**PO NO.:**

**DATE:**

**VENDOR NO.:**

**ATTENTION:**

**ATTENTION:**

**REQUESTOR:**

**SHIP DATE:**

**SHIP VIA:**

**FOB:**

**BUYER:**

**TERMS:**

**TAX ID:**

QUANTITY	ITEM	DESCRIPTION	DISCOUNT	TAXABLE	UNIT PRICE	TOTAL

<b>SUBTOTAL:</b>	
<b>TAX:</b>	
<b>SHIPPING:</b>	
<b>MISCELLANEOUS:</b>	
<b>BALANCE:</b>	

# Purchase Order

**ORGANIZATION**  
[Street Address]  
[City], [State] [Postal Code]

**PHONE**  
[Your Phone]

**FAX**  
[Your Fax]

**WEB**  
[Web Address]