

PURCHASE ORDER

Company

Address

City, state, ZIP

Phone / email

PO number

PO date

Delivery date

Payment terms

Buyer

Supplier

Company

Contact

Address

Phone / email

Ship to

Location

Address

Delivery window

Receiving contact

Item code	Description	Pack size	Unit	Qty	Unit price	Line total

Notes and delivery instructions

Subtotal	
Tax	
Shipping	
Total	

Authorized by

Date