

# Purchase Order

Order No: \_\_\_\_\_ Date: \_\_\_\_\_

## VENDOR INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## SHIP TO

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

DELIVERY DATE	SHIP VIA	TERMS
---------------	----------	-------

ITEM	DESCRIPTION	QUANTITY	COST	AMOUNT

Notes:

Approved By:

Date:

SUB TOTAL	
DISCOUNT	
TAX	
SHIPPING	
TOTAL	