

# Purchase Order

Order No:

Order Date:

## VENDOR DETAILS

## SHIP TO

## DELIVERY DATE

## SHIPPING VIA

## TERMS

## ITEM

## DESCRIPTION

## QTY

## UNIT PRICE

## TOTAL

Notes:

SUB TOTAL \_\_\_\_\_

SHIPPING \_\_\_\_\_

OTHER \_\_\_\_\_

TAX \_\_\_\_\_

ORDER TOTAL \_\_\_\_\_

Approved By:

Date: