

PURCHASE ORDER

ORDER NO:

ORDER DATE:

VENDOR DETAILS

SHIP TO

| DELIVERY DATE | SHIPPING VIA | TERMS |
|---------------|--------------|-------|
| | | |

| ITEM | DESCRIPTION | QTY | UNIT PRICE | TOTAL |
|------|-------------|-----|------------|-------|
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NOTES:

SUB TOTAL
SHIPPING
OTHER
TAX
ORDER TOTAL

APPROVED BY:

DATE: