

Purchasing Company Information

PURCHASE ORDER

The following number must appear on all related correspondence, shipping papers, and invoices:
 P.O. NUMBER: _____

TO: _____

SHIP TO: _____

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
OTHER	
TOTAL	

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.

Send all correspondence to:

Authorized by _____ Date _____