PURCHASE ORDER

Phone [(xxx) xxx-xxxx Fax [(xxx) xxx-xxxx]

P.O. NUMBER:
P.O. DATE: [xx/xx/xxxx]

TO:

SHIP TO:

START DATE	END DATE	ORDERED BY	SHIPPED VIA	F.O.B.	TERMS

UNITS	DESCRIPTION	UNIT PRICE	TOTAL
		SUBTOTAL	
		SALES TAX	
		TOTAL	

NOTES:

Authorized by **Date**