**PURCHASE ORDER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ITEM NUMBER** | **ITEM NAME** | **DESCRIPTION** | **QTY** | **ITEM** | **UNIT COST** | **AMOUNT** |
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|  |  | **TOTAL ITEMS** |  |  | **TOTAL AMOUNT** |  |

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| **CUSTOMER BILLING CONTACT INFO** | |  | **SHIPPING ADDRESS** | |
| **COMPANY NAME** |  |  | **P.O. NO.** |  |
| **CUSTOMER NAME** |  |  | **ORDER DATE** |  |
| **CUSTOMER ID** |  |  | **SHIP DATE** |  |
| **ITEM COUNT** |  |  | **SHIP VIA** |  |
| **TOTAL COST** |  |  | **FOB** |  |