|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | |  | | | |  | |  |
|  | | | |  | | | | Date: | | MM/DD/YYYY | |
|  | | | |  | | | | order #: | | 00001 | |
|  | | | |  | | | |  | |  | |
|  | | |  | | | | |  | |  | |
|  |  | |  | | | | | |  | |  |
| **Billed to** |  | |  | | | | **Ship to** | | | |  |
|  |  | |  | | | | | |  | |  |
| Client Name | | |  | | | | Client Name | | |  | |
| Street address | | |  | | | | Street address | | |  | |
| City, State, Country | | |  | | | | City, State, Country | | | | |
| ZIP Code | | |  | | | | ZIP Code | | |  | |
| Phone | | |  | | | | Phone | | |  | |
|  | | | |  | | | |  | |  | |
|  |  | | | |  | | | |  | |  |
| **Shipping terms** | | **Shipping method** | | | | | |  | | **Delivery date** | |
|  | | | | | | | | | | | |
| Cost, insurance & freight | | FedEx | | | | | |  | | MM/DD/YYYY | |
|  |  | | | |  | | | |  | |  |
| **Item #** | **Description** | | | | **Unit cost** | | | | **Qty/Hr rate** | | **Amount** |
| Item number | Your item name | | | | $0,00 | | | | 1 | | $0,00 |
| Item number | Your item name | | | | $0,00 | | | | 1 | | $0,00 |
| Item number | Your item name | | | | $0,00 | | | | 1 | | $0,00 |
|  |  | | | | $0,00 | | | | 1 | | $0,00 |
|  |  | | | | $0,00 | | | | 1 | | $0,00 |
|  |  | | | | $0,00 | | | | 1 | $0,00 | |
| **SUBTOTAL** | | $0,00 | |
| Special notes and instructions | | | | | |  | | **DISCOUNT** | | -$0,00 | |
| **(TAX RATE)** | | 0% | |
| **TAX** | | $0,00 | |
| **SHIPPING** | | $0,00 | |
| **TOTAL** | | $0,00 | |

|  |
| --- |
|  |

**PURCHASE ORDER**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purchase no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**