**PURCHASE ORDER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CUSTOMER** |  | **ORDER FORM** | | |  |  |
| ATTN: Name / Dept. | | Order No. | | |  |  |
| Company Name | | Order Date | | |
| Street Address | | Date Needed | | |  |  |
| City, State, Country | | Time Needed | | |  |  |
| Phone | |  | | |  |  |
| Email Address |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **ITEM #** | **DESCRIPTION** | **UNIT COST** |  | **QTY/HR RATE** | | **AMOUNT** |
|  | | | | | | |
| Item # | Your item name | $0,00 |  | 1 | | $0,00 |
| Item # | Your item name | $0,00 |  | 1 | | $0,00 |
| Item # | Your item name | $0,00 |  | 1 | | $0,00 |
|  |  | $0,00 |  | 1 | | $0,00 |
|  |  | $0,00 |  | 1 | | $0,00 |
|  |  | $0,00 |  | 1 | | $0,00 |
|  |  | $0,00 |  | 1 | | $0,00 |
|  |  | $0,00 |  | 1 | | $0,00 |
|  |  |  |  | **SUBTOTAL** |  | $0,00 |
|  |  |  |  | **(TAX RATE)** |  | 0% |
|  |  |  |  | **TAX** |  | $0,00 |
|  |  |  |  | **DELIVERY** |  | $0,00 |
|  |  |  |  | **GRAND TOTAL** |  | $0,00 |