**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 |