**PURCHASE ORDER**

|  |  |
| --- | --- |
| **VENDOR** | **SHIP TO** |
| COMPANY NAME  [Street Address]  [City, ST ZIP]  Phone: (000) 000-0000 | COMPANY NAME  [Street Address]  [City, ST ZIP]  Phone: (000) 000-0000 |

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUISITIONER** | **SHIP VIA** | **F.O.B.** | **SHIPPING TERMS** |
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| --- | --- | --- | --- | --- |
| **ITEM #** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
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|  | | | **SUBTOTAL** |  |
| **TAX** |  |
| **SHIPPING** |  |
| **OTHER** |  |
| **TOTAL** |  |