**PURCHASE ORDER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
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| **Remarks / Instructions:**Please make check payable to Your Company Name. THANK YOU  | **SUBTOTAL** | $ |
| **TAX RATE** | 0.000% |
| **TAX** | $ |
| **S&H** | $ |
| **OTHER** | $ |
| **TOTAL** | $ |

|  |  |
| --- | --- |
| **CLIENT** | SALESPERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CREDIT CARD NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CHECK NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MONEY ORDER NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ATTN: Name / DeptCompany Name123 Main StreetHamilton, OH 44416(321) 456-7890Email Address |