**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 / Dept  Company Name  123 Main Street  Hamilton, OH 44416  (321) 456-7890  Email Address |