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| P.O. # | ORDER DATE |
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**PURCHASE OREDER**

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| VENDOR | SHIP TO |
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| SHIPPING SERVICE | SHIPPING METHOD | DELIVERY DATE |
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| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
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|  | | SUBTOTAL |  |
| SALES TAX |  |
| CHARGES |  |
| ORDER TOTAL |  |

Vendor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Customer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_