|  |  |
| --- | --- |
| P.O. # | ORDER DATE |
|  |  |

**PURCHASE OREDER**

|  |  |
| --- | --- |
| VENDOR | SHIP TO |
|  |  |

|  |  |  |
| --- | --- | --- |
| SHIPPING SERVICE | SHIPPING METHOD | DELIVERY DATE |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| DESCRIPTION | QUANTITY | UNIT PRICE | TOTAL |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | SUBTOTAL |  |
| SALES TAX |  |
| CHARGES |  |
| ORDER TOTAL |  |

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