**PURCHASE ORDER**

|  |  |
| --- | --- |
| BILL TO | SHIP TO |
| ATTN: Name / Dept | ATTN: Name / Dept |
| Company Name | Company Name |
| 123 Main Street | 123 Main Street |
| Hamilton, OH 44416 | Hamilton, OH 44416 |
| (321) 456-7890 | (321) 456-7890 |
| Email Address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SHIPPING METHOD | SHIPPING TERMS | SHIP VIA | PAYMENT | DELIVERY DATE |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM NO. | DESCRIPTION | QTY | UNIT PRICE | TOTAL |
| A111 | Women's Tall - M | 10 | $10.00 | $100.00 |
| B222 | Men's Tall - M | 5 | $20.00 | $100.00 |
| C333 | Children's - S | 10 | $5.00 | $50.00 |
| D444 | Men's - XL | 5 | $10.00 | $50.00 |
|  |  |  |  | $0.00 |
|  |  |  |  | $0.00 |
|  |  |  |  | $0.00 |
| **Remarks / Instructions:** | | | SUBTOTAL | 300.00 |
| DISCOUNT | 50.00 |
| LESS DISCOUNT | 250.00 |
| TAX RATE | 7.214% |
| TOTAL TAX | 18.04 |
| HANDLING | 50.00 |
| OTHER | 50.00 |
| TOTAL | 300.00 |

**AUTHORIZED SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**