



## Purchase Order

P.O. Number \_\_\_\_\_

P.O. Date \_\_\_\_\_

### Ordered By

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact Name \_\_\_\_\_

### Deliver To

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Country \_\_\_\_\_

State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Part No.	Description	Quantity	Unit Price	Amount
<b>Terms and Conditions</b> <input type="radio"/> Cash <input type="radio"/> Credit    Card Type <input type="text"/> Card Number <input type="text"/>			<b>Total</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Shipping Charge <b>Grand Total</b>	

 \_\_\_\_\_  
 Authorized By