Purchase order

Currency · USD

PO number

Order date

Requested delivery

Payment terms

Buyer / bill to
Name

Street

City, state and ZIP

Attention

Supplier
Name

Street

City, state and ZIP

Attention

Ship to
Name

Street

City, state and ZIP

Attention

Item code	Description	Qty	Unit	Unit price	Line total

Supplier instructions

Items subtotal

Shipping

Tax

Order total

Approved by

Date

Review quantities, prices and delivery details before sending.