|  |  |
| --- | --- |
| **Company Name** | **PURCHASE ORDER** |
| Street Address |  |  |
| Address Line 2 |
| ZIP, City |
| Phone | **PO NUMBER** | **DATE** |
| Email Address |  |  |
|  |
| **SUPPLIER** |  | **DELIVERY ADDRESS** |
| Company Name | Company Name |
| Street Address | Street Address |
| Address Line 2 | Address Line 2 |
| ZIP, City | ZIP, City |
| Phone | Phone |
| Email Address | Manager |
| Manager |  |
|  | **ATTN** |
| Name |
|  |
| **Payment Terms** | **Expected Delivery Date** | **Contract Information** | **Specification** | **Warehouse** | **Project** |
|  |  |  |  |  |  |
|  |
| **No.** | **SKU/ITEM NUMBER** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **AMOUNT** |
| 1 | 4567 | Product 1 | 1 | 4 | 4 |
| 2 | 5678 | Product 2 | 2 | 5 | 10 |
| 3 | 6789 | Product 3 | 3 | 6 | 18 |
|  |  |  |  |  |  |
|  |
| **Comments** |  | **TOTAL NET** | **32** |
|  |
|  | Delivery | 1 |
| Tax | 2 |
| Other costs | 3 |
| **TOTAL** | **38** |
| **Authorized Signature** | Image |
|  |