|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | | |
|  | | |