|  |  |  |
| --- | --- | --- |
|  |  | **PURCHASE ORDER** |
|  |  | **YOUR COMPANY NAME**  Address  Phone  Email |

|  |  |  |
| --- | --- | --- |
| **SUPPLIER COMPANY NAME**  Contact person  Address |  |  |
|  |  | **PO number**  XXXXX |
|  |  | **PO DATE**  MM/DD/YYYY |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Description** | **Price** | **QTY** | **Total** |
| 1 | Item 1 | $0.00 | **0** | $0.00 |
| 2 | Item 2 | $0.00 | **0** | $0.00 |
| 3 | Item 3 | $0.00 | **0** | $0.00 |
| 4 | Item 4 | $0.00 | **0** | $0.00 |
| 5 | Item 5 | $0.00 | **0** | $0.00 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | **SUBTOTAL** | **$0.00** |
|  |  |  | **DISCOUNT** | **$0.00** |
|  |  |  | **TAX (TAX RATE %)** | **$0.00** |
|  |  |  | **TOTAL** | **$0.00** |

**SIGN TO ACCEPT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_