

**Company Name**

Address Line 1

Address Line 2

City, State ZIP

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Purchase Order**

PO Number: \_\_\_\_\_

Date: \_\_\_\_\_

**SUPPLIER INFORMATION**

Supplier Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**DELIVERY INFORMATION**

Ship To: \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

**ORDER DETAILS**

#	Item Description	Quantity	Unit	Unit Price	Total
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
Subtotal					_____
Tax					_____
Total					_____

**TERMS & CONDITIONS**

- Payment Terms: \_\_\_\_\_
- Delivery Terms: \_\_\_\_\_
- Other Conditions: \_\_\_\_\_

Prepared By:

\_\_\_\_\_  
Name & Date

Approved By:

\_\_\_\_\_  
Name & Date

Supplier Confirmation:

\_\_\_\_\_  
Name & Date