

Purchase Order

Order No: _____

Date: _____

Supplier: _____

Ship To: _____

No.	Description	Quantity	Unit	Unit Price	Total
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Subtotal _____

Tax _____

Total

Terms & Conditions:

- Payment due within _____ days upon receipt.
- All goods/services are subject to inspection and approval.
- Refer to attached documents for specifications (if any).

Authorized By _____

Supplier Acceptance _____

Date _____