YOUR LOGO HERE

Purchase Order

[Your Company Name]
[Your Company Slogan Here]

Date: March 12, 2019
P.O. #:
Customer ID:

Vendor:

Company name
Name of project
Job site address
City/State/Zip
Contact person & phone #
Contact person's email address

Shipping Method	Shipping Terms	Delivery Date
Your truck	See Proposal…included	Will call

Qty	Item #	Description	Job	Unit Price	Line Total
1.00	1701	Hollow metal door		$ 100.00	$ 100.00
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
				Subtotal	$ 100.00
			0.07	Sales Tax	7.00
				Total This P. O. >>>	$ 107.00

1. Please send one copy of your invoice for payment when due.

2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

3. Please notifiy us immediately if you are unable to ship as specified.

4. Send all correspondence by Email to Below:

3/12/2019
Authorized by: **Date**