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PURCHASE ORDER

PO NUMBER	DATE	REQUIRED BY	VENDOR QUOTE / REF.

VENDOR / SUPPLIER

Company

Contact

Address

Phone / email

SHIP TO

Company

Attention

Address

Phone

Payment terms

Ship via

FOB / Incoterms

Part no. / SKU	Description	Qty	Unit	Unit price	Amount

Subtotal	
Shipping	
Tax rate (%)	
Tax	
PO total	

SPECIAL INSTRUCTIONS

Please quote this PO number on all correspondence, packing slips and invoices. Invoices without a PO number may be delayed.

Authorized by (signature)

Print name / title

Date