

Purchase Order

| | |
|------|-------------|
| DATE | P.O. Number |
| | |

| |
|---------------|
| CUSTOMER NAME |
| |

| | |
|---------|-----|
| BILL TO | |
| Addr1 | |
| Addr2 | |
| Addr3 | |
| City | |
| State | Zip |

| | |
|---------|-----|
| SHIP TO | |
| Addr1 | |
| Addr2 | |
| Addr3 | |
| City | |
| State | Zip |

| ROW | ITEM | DESCRIPTION | QUANTITY | RATE | AMOUNT |
|------------------|------|-------------|--------------|----------|--------|
| | | | | | |
| | | | | SUBTOTAL | |
| Tax Jurisdiction | | | Tax Rate (%) | | TAX |
| | | | | TOTAL | |

| |
|------|
| MEMO |
| |