

[Insert company or personal letterhead, or type your name and address]

PURCHASE ORDER

Date: March 12, 1997

P.O. No.: [xxxxxx]

Requested by: [Name]

Terms: [e.g. Net 30 Days]

Supplier:

[Mr/Ms] [FirstName] X. [LastName]
[Position]
[Company]
[Department]
[Division]
[Address 1]
[Address 2]
[City], [St/Prov], [Country] ZIP/POSTAL

Item No.	Qty	Description	Unit Price	Amount
[xxxxxx]	[x]	[x]	[\$[x.xx]]	[\$[x.xx]]
			Subtotal	[\$[x.xx]]
			Sales Tax	[\$[x.xx]]
			Shipping	[\$[x.xx]]
			Total Due	[\$[x.xx]]

Instructions:

Please ship to [include any shipping instructions e.g. the above address, the address on the letterhead, another address, special instructions]. Please direct any inquiries to [Contact Name] at [Contact's Phone Number].

Per: [Authorization Signature]
Date]

Date: [Authorization