

PURCHASE ORDER

P.O. No. _____

Your reference No. _____

TO:

() Date Ordered ___/___/___
() Date Shipped ___/___/___
()

Acct.No. _____ Sales Person _____ Authorization _____

Sold to:

Shipping Address:

() ()
() ()
() ()

Qty Ordered: Qty Shipped: Item Description No. : Unit Price Extended Cost

Table with multiple empty rows for item entry.

Sub-total _____

Tax _____