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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  | **PURCHASE ORDER** | | | | | | |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **extraBIZ • 155 Money Street • Customizopolis, NJ 07080 • info@extraBIZ.gxmail** | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **BILL TO** | |  | **SHIP TO** | |  |  |
|  |  |  |  | <Company Name> | |  | <Company Name> | |  |  |
|  |  |  |  | <Street Address> | |  | <Street Address> | |  |  |
|  |  |  |  | <City, ST ZIP> | |  | <City, ST ZIP> | |  |  |
|  |  |  |  | Phone: (555) 123-0000 | |  | Phone: (555) 123-0000 | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Shipping Method:** UPS | | |  |  | **P.O. No:** | 900052 |  |  |
|  |  | **Shipping Terms:** Cost, Insurance & Freight | | |  |  | **Date:** | 20/05/2020 |  |  |
|  |  | **Delivery Date:** 20-06-2020 | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **Order Code** | **Item** |  | **Qty** | **Units** | **Unit Price** | **Total Price** |  |  |
|  |  | 5500023 | Description of Product 1 | | 5 | sets | $560.00 | **$2,800.00** |  |  |
|  |  | 5500024 | Description of Product 2 | | 2 | pcs | $200.00 | **$400.00** |  |  |
|  |  |  |  | |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  | **$3,200.00** |  |  |
|  |  | **Comments**  Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada. | | |  |  |  |  |  |  |
|  |  |  |  | **TAX RATE** | **10%** |  |  |
|  |  |  |  | **TAX** | **$320.00** |  |  |
|  |  |  |  | **SHIPPING** | **$25.00** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | **GRAND TOTAL:** | | **$3,545.00** |  |  |
|  |  |  |  |  |  |  |  |
|  |  | **Terms & Conditions**  Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. | | |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  | John Doe (Chief Accountant) | | | |  |  |
|  |  | SIGNATURE / APPROVED BY | | | |  |  |
|  |  |  |  | [Templatelab.com](http://templatelab.com/) | |  |  |