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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/) |  |  |