

Show this purchase order number on all correspondence, invoices, shipping papers and packages.

**0000**

**PURCHASE ORDER**

**YOUR COMPANY NAME**

**Street Address**

**City State Zip Code**

**Phone Number**

|  |  |
| --- | --- |
| Date | Requisition Number |
| Ship To |
|  |
|  |

TO

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requisitioned By | When Ship | Shipped Via | FOB Point | Terms |
|  |  |  |  |  |  |
| Quantity Ordered | **Quantity Received** | **Stock No/Description** | **Unit Price** | **Total** |
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Authorized By