|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  | STATIONERY |  | December 18, 2021 | |  |
|  |  | Company Slogan Here |  | Purchase Order Date | |  |
|  |  |  |  |  |  |  |
|  | PURCHASE ORDER #1258820 | | | | |  |
|  |  |  |  |  |  |  |
|  | **BILL TO** |  | **SHIP TO** |  |  |  |
|  | ATTN: Name / Department | | ATTN: Name / Department | | |  |
|  | Company Name | | Company Name | | |  |
|  | 252 Stationery Street | | 252 Stationery Street | | |  |
|  | Manchester, IL 22565 | | Manchester, IL 22565 | | |  |
|  | (444) 456-9900 | | (444) 456-9900 | | |  |
|  | Email Address | | Email Address | | |  |
|  |  |  |  |  |  |  |
|  | **SHIPPING METHOD AND SHIPPING TERMS** | | **SHIP VIA** | **PAYMENT** | **DELIVERY DATE** |  |
|  | Express shipment / Paid by customer | | DHL | NET 30 | 2021-12-31 |  |
|  |  |  |  |  |  |  |
|  | **ITEM NO.** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |  |
|  | AX100 | Item from stock | 10 | $100.00 | $1,000.00 |  |
|  | BX200 | Service description | 5 | $25.00 | $125.00 |  |
|  | CX300 | Describe item#3 | 10 | $5.00 | $50.00 |  |
|  | DX400 | Describe item#4 | 5 | $10.00 | $50.00 |  |
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|  |  |  |  |  |  |  |
|  | Remarks / Instructions: | | **SUBTOTAL** | | $1,225.00 |  |
|  |  | | **DISCOUNT** | | $50.00 |  |
|  | **SUBTOTAL LESS DISCOUNT** | | $1,175.00 |  |
|  | **TAX RATE** | | 10.00% |  |
|  | **TOTAL TAX** | | $117.50 |  |
|  | **SHIPPING/HANDLING** | | $50.00 |  |
|  | Please make check payable to Your Company Name. | | **OTHER** | | $50.00 |  |
|  | THANK YOU | | **TOTAL** | | **$1,392.50** |  |
|  |  |  |  |  |  |  |
|  | **AUTHORIZED SIGNATURE** | |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | STATIONERY (COMPANY NAME) | For questions concerning this Purchase Order, please contact | | |  |
|  |  | 123 Main Street | John Doe, (555) 112-7890, john.doe@stationery.com | | |  |
|  |  | Georgetown, OH 24410 | www.stationerywebaddress.com | | |  |
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