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| --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |
|   |   | 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** |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   |   | 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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