

Company Name

123 town/city/state/country zip
Phone# (555)-5555-5555
Invoice# L009-987
Email abc(@)wordexceltemplates.com



Purchase Order Invoice

Vendor

Company Name
Name
Address
Phone#

ABC Ltd.
Mr. Adam Smith
B-98 WEST Garden
(000) 111-2222

Ship To

John Thomas
Business client
1234 town/city/state/country
(444) 234-5555

COMMENTS:

[ENTER YOUR COMMENT HERE]

Date

23/08/2015

Company ID

56-09A

P.O Number

897-A23

Phone#

(111) 222-3333

TERMS

Due on Receipt

Item	Description	Quantity	Unit Price

SUBTOTAL
TAX RATE
SALES TAX
SHIPPING & HANDLING
Other
TOTAL

Make all checks payable to Company Name

Amount

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00



