

PURCHASE ORDER			
<Company Name>		PO Number:	<00000>
<Street Address>		PO Date:	<>
<City>, <State> <Zip>		Vendor ID:	<xxxxx>
Purchase From:		Ship To:	
<Vendor Name>		<Company Name>	
<Vendor Street Address>		<Company Street Address>	
<City>, <State> <Zip>		<City>, <State> <Zip>	
Contact Name:		Contact Name:	
<Name>		<Name>	
Shipping Method		Payment Terms	Required By Date
<UPS>	<Net 30 Days>	<Date>	
Item Description	Quantity	Unit Price	Amount
<Item 1>			\$ -
<Item 2>			\$ -
<Item 3>			\$ -
<Item 4>			\$ -
<Item 5>			\$ -
<Item 6>			\$ -
<Item 7>			\$ -
<Item 8>			\$ -
<Item 9>			\$ -
<Item 10>			\$ -
Approved By:		Subtotal	\$ -
X		Freight	
_____		Sales Tax	
_____		Order Total	