

**COMPANY LOGO**



# PURCHASE ORDER

PO # :

PO Date :

<b>To :</b>	[Company Name] [Company Address] [City, ST, ZIP Code] Attn : Phone : Fax : Email :	<b>Ship To :</b>	[Company Name] [Company Address] [City, ST, ZIP Code] Attn : Phone : Fax : Email :
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FOB	Shipped Via	Payment Term

Item No	Description	Qty	Unit Price	Total
Remarks :			Subtotal	
			Tax 3%	
			Freight	
			<b>Total</b>	