

PURCHASE ORDER NO.

VENDOR CODE

PURCHASE ORDER

TO

SHIP TO

P.O. DATE	SHIP VIA		F.O.B.		TERMS	
BUYER	REFERENCE	REQ. DATE	TAX NUMBER ONE		TAX NUMBER TWO	
ITEM NO. / DESCRIPTION			QTY. REQ.	UNIT COST	EXTENDED COST	
[Empty table area for purchase order details]						