

PURCHASE ORDER

Order goods or services from a supplier.

PO number

Order date

Requested delivery date

Payment terms

BUYER

Name or business

Address

Email or phone

VENDOR

Name or business

Address

Email or phone

Ship to (if different from buyer address)

Shipping method

ITEM / SKU	DESCRIPTION	QTY	UNIT PRICE	AMOUNT

Subtotal

Shipping

Tax

Order total

Authorized by

Date