PURCHASE ORDER

Blanket Purchase Order

PO Number _____

Date issued _____

Validity window _____

Release # _____

FROM (BUYER)

Company name

Address

Contact / email

VENDOR

Vendor name

Address

Contact / email

SHIP TO

Delivery address

Attention

BILL TO

Billing address / AP contact

DESCRIPTION	SKU / REFERENCE	QUANTITY	UNIT PRICE	AMOUNT

Not-to-exceed amount: _____ (releases against this blanket PO must not exceed this figure)

Subtotal	
Tax (enter amount)	
Total	

TERMS

Authorised by (signature) _____

Date _____