PURCHASE ORDER

Standard Purchase Order

PO Number ____________

Date issued ____________

Required by ____________

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

Subtotal	
Tax (enter amount)	
Total	

TERMS

Authorised by (signature)

Date