PURCHASE ORDER

[YOUR COMPANY NAME HERE]

[COMPANY ADDRESS]

[COMPANY CONTACT NUMBER]

INVOICE #:

DATE:

TO:
[PURCHASER NAME]
[COMPANY NAME]
[COMPANY ADDRESS]
[COMPANY CONTACT NUMBER]

SHIP TO:
[RECIPIENT NAME]
[COMPANY NAME]
[COMPANY ADDRESS]
[COMPANY CONTACT NUMBER]

COMMENTS OR SPECIAL INSTRUCTIONS:

SALES PERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL

Make all checks payable to [YOUR COMPANY NAME HERE]
Payment is due within [TIME UNIT].
Thank you for your business!

SUBTOTAL	
GST % (TAX)	
SHIPPING & HANDLING	
TOTAL DUE	

If you have any questions concerning this invoice, contact [CONTACT PERSON] at [CONTACT NUMBER].

Accountingcapital.com