|  |  |
| --- | --- |
| [YOUR COMPANY NAME HERE][COMPANY ADDRESS][COMPANY CONTACT NUMBER] | PURCHASE ORDER |
| **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** |
|  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **QUANTITY** | **DESCRIPTION** | | **UNIT PRICE** | **TOTAL** |
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|  |  | |  |  |
| 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].*

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