|  |  |
| --- | --- |
| [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** |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **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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