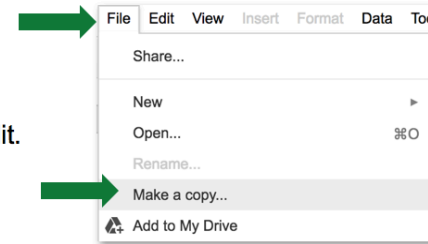


How to use this template:

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Basic Purchase Order Form Template Example

ABC Manufacturing Ltd.

ABC Manufacturing Ltd.

ADDRESS	123 Industrial Avenue
ADDRESS	City, State, ZIP
PHONE	(123) 456-7890
EMAIL	orders@abcmfg.com

BILL TO: XYZ Enterprises

ADDRESS	456 Commerce Street
ADDRESS	City, State, ZIP
PHONE	(234) 567-8901
EMAIL	billing@xyzenterprises.com

SHIP TO: XYZ Enterprises - Receiving

ADDRESS	Same as billing
ADDRESS	
PHONE	

PURCHASE ORDER

DATE

MM/DD/YY

PURCHASE ORDER NO.

1234

CUSTOMER NO.

CUST5678

SALESPERSON

Carlos Ramirez

CREDIT CARD NO.

XXX-XXX-XXX-XXXX

CHECK/ MONEY ORDER NO.

XXX-XXX-XXX-XXXX

EMAIL

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
001	Industrial Widget A	10	\$50.00	\$500.00
002	Industrial Widget B	5	\$75.00	\$375.00
003	Assembly Kit C	20	\$30.00	\$600.00
		0		

Remarks / Instructions:

Deliver by July 20. Ensure items are individually packaged and labeled.

Make a check payable to ABC Manufacturing Ltd.

THANK YOU

SUBTOTAL	\$1,475.00
TAX RATE	7.000%
TAX	\$103.25
S&H	\$50.00
OTHER	
TOTAL	\$1,628.25

SHIPPING METHOD	Ground shipping
SHIPPING TERMS	FOB Destination
SHIP VIA	Swift Freight Logistics
DELIVERY DATE	MM/DD/YY
ORDER APPROVED BY	Raghu Prakash
SIGNATURE	
DATE	MM/DD/YY

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