

(Your Company Name)

PURCHASE ORDER

IYOUR COMPANY SLOGAN)

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IStreet Address)

ICity, ST ZIP Code)

Phone ((509) 555-0190) Fax ((509) 555-0191)

P.O. NUMBER: (100)

To:

Ship To:

IName|

(Name)

(Company Name)

(Company Nane|

IStreet Address)

IStreet Address|

(City. ST ZIP Code)

(City.ST ZIP CODE)

(IPhone)

(IPHONE)





Please send two copies of your invoice.

Enter this order in accordance

with the prices, terms, delivery

method, and specifications listed above.

Please notify us immediately if you are unable to ship as

specified.

Send all correspondence to:

(Name)

(Street Address)

(City, ST ZIP Code)

Phone ((509) 555-0190) Fax ((509) 555-0191)