

Buyer

PURCHASE ORDER

TO :

SHIP TO :

P.O. NUMBER :

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Pick the Date				

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

SUBTOTAL	
SALES TAX	
SHIPPING AND HANDLING	
OTHER	
TOTAL	

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
Laurel Yan
[Street Address]
[City, ST ZIP Code]
[Phone Number]
[Fax Number]

Authorized by

Date