

**PURCHASE
ORDER**

PO Number: _____

Ordered From

Ship To

Date Ordered	Dated Wanted	Ship Via	Terms	F.O.B.

Please enter our order for the following items, to be shipped as directed.

Qty	Description	Price	Extension

Our purchase order number must appear on all correspondence, invoices, shipping papers, and packages.
Goods are subject to our inspection and approval. If shipment will be delayed, advise us immediately.

Purchasing Agent: _____