|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [Company Name] |  |  |  |  | **PURCHASE** **ORDER** |
| [Street Address] |  |  |  |  | DATE | 28-03-2024 |
| [City, ST ZIP] |  |  |  |  | PO # | [123456] |
| Phone: (000) 000-0000 |  |  |  |  |  |
| Fax: (000) 000-0000 |  |  |  |  |  |
| Website:  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **VENDOR** |  |  |   | **SHIP TO** |  |  |
| [Company Name] |  |  |  | [Name] |  |  |
| [Contact or Department] |  |  | [Company Name] |  |
| [Street Address] |  |  |  | [Street Address] |  |
| [City, ST ZIP] |  |  |  | [City, ST ZIP] |  |
| Phone: (000) 000-0000 |  |  | [Phone] |  |  |
| Fax: (000) 000-0000 |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **REQUISITIONER** | **SHIP VIA** | **F.O.B.** | **SHIPPING TERMS** |
|   |   |   |   |
|  |  |  |  |  |  |  |
| **ITEM #** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
| [23423423] | Product XYZ | 15 |  150.00  | 2,250.00 |
| [45645645] | Product ABC | 1 |  75.00  | 75.00 |
|   |   |   |   | - |
|   |   |   |   | - |
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|   |   |   |   | - |
|   |   |   |   | - |
|   |   |   |   | - |
|   | [42] | SUBTOTAL | 2,325.00 |
| **Comments or Special Instructions** |  | DISCOUNT | - |
|   |  | SHIPPING | - |
|   |  | OTHER | - |
|  |  | **TOTAL** | **₹ 2,325.00** |
|   |  |  |  |
|   |  |  |  |
|  |  |  |  |  |  |  |