|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [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** |
|  | | | |  |  |  |
|  | | | |  |  |  |
|  |  |  |  |  |  |  |