

# PURCHASE ORDER

DATE: \_\_\_\_\_

PURCHASE ORDER NO.: \_\_\_\_\_

## VENDOR INFORMATION

VENDOR NAME	SALES PERSON
ADDRESS	
CONTACT NO.	EMAIL ADDRESS

## CUSTOMER INFORMATION

CUSTOMER NAME	CONTACT PERSON
ADDRESS	
CONTACT NO.	EMAIL ADDRESS

Item No.	Details	Unit	Quantity	Unit Price	Total

**Additional Notes:**

**Subtotal** \_\_\_\_\_

Taxes (%) \_\_\_\_\_

Discount (%) \_\_\_\_\_

**Total** \_\_\_\_\_

**Authorized By** \_\_\_\_\_

\_\_\_\_\_