|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**PURCHASE ORDER**](https://emailetiquetteguru.com/) | | | | | | | | | |
| [Name] | |  |  |  |  | | **DATE** | | 10/27/2021 |
| [Stress Address] | |  |  |  |  | | **P.O. #** | | [123456] |
| [City, ST ZIP] | |  |  |  |  | | | |  |
| Phone: [000-000-0000] | |  |  |  |  | | | |  |
|  | |  |  |  |  | | | |  |
|  | |  |  |  |  | | | |  |
|  |  |  |  |  |  | | | |  |
| **INVOICE TO**  [42] | | |  |  | |  | | **SHIP TO** | |
| [Name] | | |  |  | |  | | [Attn: Name] | |
| [Company Name] | | |  |  | |  | | [Company Name] | |
| [Stress Address] | | |  |  | |  | | [Stress Address] | |
| [City, ST ZIP] | | |  |  | |  | | [City, ST ZIP] | |
| [Phone] | | |  |  | |  | | [Phone] | |
|  |  |  |  |  |  | | | |  |
|  |  |  |  |  |  | | | |  |
| **ITEM CODE** | **DESCRIPTION** | | | **QTY** | **UNIT PRICE** | | | | **TOTAL** |
| [23423423] | Product XYZ | | | 15 | 150.00 | | | | 2,250.00 |
| [45645645] | Product ABC | | | 1 | 75.00 | | | | 75.00 |
|  |  | | |  |  | | | | 0.00 |
|  |  | | |  |  | | | | 0.00 |
|  |  | | |  |  | | | | 0.00 |
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|  |  | | |  |  | | | | 0.00 |
|  |  | | |  |  | | | | 0.00 |
|  | | | | [42] | SUBTOTAL | | | | $2,325.00 |
| **Other Comments or Special Instructions** | | | |  | Discount % | | | | 6.875% |
|  | | | |  | Discount | | | | $159.84 |
|  | | | |  | S & H | | | | $0.00 |
|  | | | |  | OTHER | | | | $0.00 |
|  | | | |  | **TOTAL** | | | | **$2,165.16** |
|  |  |  |  |  |  | | | |  |
|  |  |  |  |  |  | | | |  |
| If you have any questions about this purchase order, please contact | | | | | | | | | |
| [Name, Phone #, E-mail, Phone, Fax] | | | | | | | | | |
|  |  |  |  |  |  | | | |  |
| [Purchase Order Template © 2019-2021 by EmailEtiquetteGuru.com](https://emailetiquetteguru.com/) | | | | | | | | | |