|  |
| --- |
| [**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 |
|   |   |   |   | 0.00 |
|   |   |   |   | 0.00 |
|   |   |   |   | 0.00 |
|   |   |   |   | 0.00 |
|   |   |   |   | 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] |
|  |  |  |  |  |  |  |
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