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| Purchase Order Form | | |
|  | | **Customer Number:** |
| **SHIP FROM:** |  | **Delivery needed by:** |
| **PO Number:** |
| **SHIP TO:** | **Sales Rep:** |
| **Ship Method:** |
| **Buyer:** |
| **DELIVERY IINSTRUCTIONS:** | **Terms:** |

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| --- | --- | --- | --- | --- | --- |
| **ITEM** | **QUANTITY** | **DESCRIPTION** | **COUNT PER UNIT** | **UNIT PRICE** | **TOTAL** |
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| **TOTAL:**  **S/H: TAX:**  **FINAL TOTAL:** | | | | |  |
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**NOTES:**

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| --- |
| **SIGNATURE:** |
| **TITLE:** |
| **DATE:** |

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