Purchase Order

Parties

PO Number: [PO-0001]
Date: [Month DD, YYYY]
Buyer Company Name: [Your Company Name]
Buyer Address: [Street, City, State, ZIP]
Buyer Contact: [Name, Email, Phone]
Vendor Company Name: [Vendor Name]
Vendor Address: [Street, City, State, ZIP]
Vendor Contact: [Name, Email, Phone]

Line Items

Item | Description | Qty | Unit Price | Total
[Item 1] | [Description] | [Qty] | [$0.00] | [$0.00]
[Item 2] | [Description] | [Qty] | [$0.00] | [$0.00]
[Item 3] | [Description] | [Qty] | [$0.00] | [$0.00]
[Item 4] | [Description] | [Qty] | [$0.00] | [$0.00]
[Item 5] | [Description] | [Qty] | [$0.00] | [$0.00]
 | | | Subtotal | [$0.00]
 | | | Shipping | [$0.00]
 | | | Tax | [$0.00]
 | | | Total | [$0.00]

Terms

Payment Terms: [e.g. Net 30]
Delivery Date: [Month DD, YYYY]
Shipping Method: [e.g. Ground, Freight]

Signatures

Authorized Signature (Buyer): [Signature]
Date: [Month DD, YYYY]
Authorized Signature (Vendor): [Signature]
Date: [Month DD, YYYY]