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]

Terms

Payment Terms: [e.g. Net 30]
Delivery Date: [Month DD, YYYY]
Shipping Method: [e.g. Ground, Freight]
Subtotal: [$0.00]
Total: [$0.00]

Signatures

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