**[Your Company Name]** [Your Company Address] [City, State, Zip] Phone: [Your Phone Number] Email: [Your Email Address]

**Purchase Order**

PO Number: [PO Number] Date: [Date]

**Vendor Information:** Company Name: [Vendor's Company Name] Address: [Vendor's Company Address] City, State, Zip: [Vendor's City, State, Zip] Phone: [Vendor's Phone Number] Email: [Vendor's Email Address]

**Ship To:** Company Name: [Your Company Name or Ship To Name] Address: [Your Address or Ship To Address] City, State, Zip: [Your City, State, Zip or Ship To City, State, Zip]

**Order Information:**

| **Item Number** | **Description** | **Quantity** | **Unit Price** | **Total** |
| --- | --- | --- | --- | --- |
| [Item 1] | [Desc] | [Qty] | [Price] | [Total] |
| [Item 2] | [Desc] | [Qty] | [Price] | [Total] |
| [Item 3] | [Desc] | [Qty] | [Price] | [Total] |
| ... | ... | ... | ... | ... |

**Subtotal:** [Subtotal] **Tax Rate:** [Tax Rate] **Sales Tax:** [Sales Tax] **Shipping:** [Shipping Cost] **Other:** [Other Costs] **Total:** [Total Amount]

**Special Instructions:** [Any special instructions or information related to the purchase]

**Authorized by:** [Your Name] [Your Title]

[Signature if required]

**Please confirm receipt of this order and the expected delivery date via email or phone.**