

Purchase Order

April 15, 2005

«_CompanyName»
 «_AddressLine1»
 «_AddressLine2»
 «_City», «_State» «_ZipCode»
 «_PhoneOffice» «_PhoneFax»
 «_EmailAddress» «_Website»



INVOICE NO.: 0001

The following number must appear on all related correspondence, shipping papers, and invoices:

P.O. NUMBER: 0001

To: [Customer Name] [Customer Address Line 1] [Customer Address Line 2] [Customer City, State ZIP Code]	Ship to (if different address): [Customer Name] [Customer Address Line 1] [Customer Address Line 2] [Customer City, State ZIP Code]
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P.O. Date	Requisitioner	Ship by	Ship via	F.O.B. Point	Terms

Qty.	Unit	Description	Unit price	Total
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
			Shipping	0.00
			Tax	0.00
			Other	0.00
			Total	\$ 0.00

- Please send 2 copies of your invoice.
- Enter this order in accordance with the prices, terms, and delivery method, and specifications listed above.
- Notify us immediately if you are unable to ship as specified.
- Send all correspondence to:
 [Type company name here]
 [Type your name here]
 [Type phone number here]

Authorized by _____

Date: [Type date here]