

Company Logo

Purchase Order

Company
Name
Address
Street, House No.
City
Zip
Phone
number

Date
PO

Vendor

Company
Name
Webiste
Address
City, ZIP
Phone

Ship To

Attendee
Name
Company
Name
Address
City , ZIP
Phone

USPS

| Items | Description | QTY | Unit Price | Total |
|----------|-------------|-----|------------------|----------------|
| #45328 | Product A | 50 | \$100 | \$5,000 |
| #98473 | Product B | 5 | \$40 | \$200 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| | | | Subtotal | \$5,200 |
| | | | Tax Rate | 5.00% |
| | | | Tax Total | \$260 |
| | | | Shipping | \$500 |
| | | | Other | \$0 |
| Comments | | | Total | \$5,960 |

Authorized By: _____

Date: _____

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