

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
			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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