

PURCHASE ORDER

Purchase Order Number:

MUST APPEAR ON THE PACKING LIST, ON THE INVOICE, AND IN ALL CORRESPONDENCE.

Issued To _____ Ship To _____

DATE		SHIP BY		FREIGHT		CONFIRM TO	
TERMS		SHIP DATE		SPECIAL INSTRUCTIONS			
QTY ORD	QTY REC	ITEM NO.	DESCRIPTION		UNIT COST	EXT. COST	

Suggestions for Using this Form:

Track your outstanding orders with a purchase order. This form is spaced for typewritten or handwritten use, and can be ruled or unruled. We can change the headings, columns, boxes, screens, etc.

This form can be printed in multiple copies of different colors and we can add distribution instructions to the bottom of the form.

Purchase Order Not Valid Without Authorized Signature

PURCHASE ORDER GRAND TOTAL

Authorized Signature _____
Title _____

RECEIVING RECORD

Purchase Order Number: _____

Issued To _____ Ship To _____

DATE		SHIP BY		FREIGHT		CONFIRM TO	
TERMS		SHIP DATE		SPECIAL INSTRUCTIONS			
QTY ORD	QTY REC	ITEM NO.	DESCRIPTION				

RECEIVED COMPLETE INCOMPLETE



Received by _____
Date _____

Authorized Signature _____
Title _____