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Purchase Order #:
Date:
Vendor ID:

BILL TO:

SHIP TO:

REQ BY	SHIP WHEN	SHIP VIA	FOB	BUYER	TERMS	TAX ID

QUAN-TITY	ITEM	DESCRIPTION	DISCOUNT %	UNIT PRICE	TOTAL
				Subtotal	
				Tax	
				Shipping	
				Balance	

Method of Payment ☐ Check ☐ Purchase Order ☐ Visa ☐ MasterCard

Credit Card # Exp. date

Signature