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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **<Company Name>** <Address> <Address> <Contact Number> <Default Email Address> <Website URL> | | | | **PURCHASE ORDER** | | | | | | | | | | |  | |
|  |  | |
|  |  | |  | | | P.O. NUMBER | | | | | DATE |  | |
|  |  | |  | | | 23781 | | | | | nn/dd/yyyy |  | |
|  |  | | |  |  | |  | |  | | | |  | | |  | |
|  | | **VENDOR** | | | |  | | **CUSTOMER** | | | | | | | | |  | |
|  | | NAME |  | | |  | | NAME | | |  | | |  | | |  | |
|  | | <Sales Person> | | | |  | | John Smith | | | | | | | | |  | |
|  | | COMPANY NAME | | | |  | | COMPANY NAME | | | | | | | | |  | |
|  | | <Company Name> | | | |  | | Redline Auto Center | | | | | | | | |  | |
|  | | ADDRESS |  | | |  | | ADDRESS | | | | | | | | |  | |
|  | | <Address> | | | |  | | 16040 S. US 27 Lansing, Michigan 48906 | | | | | | | | |  | |
|  | |  | |  | |
|  | | PHONE |  | | |  | | PHONE | | | | | | | | |  | |
|  | | <Phone> | | | |  | | 517-367-7010 | | | | | | | | |  | |
|  | | EMAIL ADDRESS | | | |  | | EMAIL ADDRESS | | | | | | | | |  | |
|  | | <Email Address> | | | |  | | johnsmith@redline.com | | | | | | | | |  | |
|  | |  |  | | |  | |  | | |  | | |  | | |  | |
|  | | SHIPPING TERMS | | | |  | | SHIPPING METHOD | | | | | |  | | |  | |
|  | | Freight on Board | | | |  | | Air & Land | | | | | |  | | |  | |
|  | | **Code** | **Product Description** | | | | | **Quantity** | | | **Unit Price** | | | **Amount** | |  | |
|  | | 304-98632 | Brake Discs, Pads & Calipers | | | | | 4 | | | 111.36 | | | 445.44 | |  | |
|  | | 501-35587 | Control Arm | | | | | 2 | | | 60.93 | | | 121.86 | |  | |
|  | | 886-19386 | Suspension Lift Kit | | | | | 2 | | | 399.83 | | | 799.66 | |  | |
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|  | | **Note:** | | | | | | **Subtotal ($)** | | | | | | **1,366.96** | |  | |
|  | | Payment shall be 30 days upon receipt of the items above. | | | | | | Discount (%) | | | | 10 | | 136.70 | |  | |
|  | | Sales Tax (%) | | | | 12 | | 164.04 | |  | |
|  | | Other Cost ($) | | | | | | 500.00 | |  | |
|  | | Shipping & Handling ($) | | | | | | 800.00 | |  | |
|  | | **Total Amount ($)** | | | | | | **2,694.30** | |  | |
|  | | | | | | | | | | | | | | | |  | |