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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | **PURCHASE ORDER** |  |  |
|  |  | **[Company Name]** |  |  |  |  |  |  |
|  |  | [Street Address] |  |  | DATE | 23/04/2020 |  |  |
|  |  | [City, ST ZIP] |  |  | PO # | 110000 |  |  |
|  |  | Phone: (000) 000-0000 |  |  |  |  |  |  |
|  |  | Fax: (000) 000-0000 |  |  |  |  |  |  |
|  |  | Website: www.templatelab.com |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  | **VENDOR** |  | **SHIP TO** |  |  |
|  |  | [Company Name] |  | [Name] |  |  |
|  |  | [Contact or Department] |  | [Company Name] |  |  |
|  |  | [Street Address] |  | [Street Address] |  |  |
|  |  | [City, ST ZIP] |  | [City, ST ZIP] |  |  |
|  |  | Phone: (000) 000-0000 |  | [Phone] |  |  |
|  |  | Fax: (000) 000-0000 |  |   |  |  |
|  |
|  |  |   |   |   |  |  |
|  |  | **SHIPPING TERMS** | **SHIPPING METHOD** | **DELIVERY DATE** |  |  |
|  |  | Cost, Insurance & Freight | FEDEX | 23/05/2020 |  |  |
|  |  |   |   |   |  |  |
|  |  |  |  |  |  |  |  |   |  |  |
|  |  | **ITEM #** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |  |  |
|  |  | 12345478 | Small part for FUJITSU inverter | 10 | $25.00 | **$250.00** |  |  |
|  |  | 87654321 | Lighting adapter | 1 | $75.00 | **$75.00** |  |  |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
|  |  | **Comments or Special Instructions** | [42] | SUBTOTAL | **$325.00** |  |  |
|  |  | **Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros.** |  | TAX | **10%** |  |  |
|  |  |  | SHIPPING | **$1,000.00** |  |  |
|  |  |  | **TOTAL** | **$1,357.50** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

