

# PURCHASE ORDER

[Company Name]

[Street Address]

[City, ST ZIP]

Phone: (000) 000-0000

Fax: (000) 000-0000

Website: www.templatelab.com

DATE 23/04/2020

PO # 110000

## VENDOR

[Company Name]

[Contact or Department]

[Street Address]

[City, ST ZIP]

Phone: (000) 000-0000

Fax: (000) 000-0000

## SHIP TO

[Name]

[Company Name]

[Street Address]

[City, ST ZIP]

[Phone]

## SHIPPING TERMS

Cost, Insurance & Freight

## SHIPPING METHOD

FEDEX

## DELIVERY DATE

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

## Comments or Special Instructions

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SUBTOTAL

\$325.00

TAX

10%

SHIPPING

\$1,000.00

TOTAL

\$1,357.50