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| Purchase Order Form | | | |  | | | | |
|  | | **Customer Number:** | | |
| **SHIP FROM:** | | | | **Delivery needed by:** | | |
| **PO Number:** | | |
| **SHIP TO:** | | | | **Sales Rep:** | | |
| **Ship Method:** | | |
| **Buyer:** | | |
| **DELIVERY IINSTRUCTIONS:** | | | | **Terms:** | | |
| **ITEM** | **QUANTITY** | **DESCRIPTION** | | **COUNT PER UNIT** | | **UNIT PRICE** | **TOTAL** | |
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|  |  |  | |  | | **TOTAL: S/H: TAX: FINAL TOTAL:** |  | |
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**NOTES:**

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| **SIGNATURE:** |
| **TITLE:** |
| **DATE:** |