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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:** |