Purchase Order Templates

Company Name
123 Main Street
Hamilton, OH 44416

(321) 456-7890
Email Address

DATE | EXPIRATION DATE | TERMS OF SALE

INVOICE NO. | CUSTOMER ID

CUSTOMER

FULL NAME	
ADDRESS	
ADDRESS	
ADDRESS	
ADDRESS	
TELEPHONE	
BUS. REG. NO.	

(Customs / Tax ID No. e.g. GST / RFC/ VAT / IN / EIN / ABN / SSN, or as locally required)

SHIP TO

FULL NAME	
ADDRESS	
ADDRESS	
ADDRESS	
ADDRESS	
TELEPHONE	
BUS. REG. NO.	

(Customs / Tax ID No. e.g. GST / RFC/ VAT / IN / EIN / ABN / SSN, or as locally required)

SHIPMENT INFORMATION

PURCHASE ORDER NO.	
PURCHASE ORDER DATE	
LETTER OF CREDIT NO.	
CURRENCY	
ESTIMATED SHIP DATE	
MODE OF TRANSPORTATION	
TRANSPORTATION TERMS	
NUMBER OF PACKAGES	
ESTIMATED GROSS WEIGHT	
ESTIMATED NET WEIGHT	
CARRIER	

ADDITIONAL CUSTOMS INFO

REASON FOR EXPORT	
PORT OF EMBARKATION	
COUNTRY OF ORIGIN	
PORT OF DISCHARGE	
AWB / BL NO.	

ITEM NO.	UNIT OF MEASURE	FULL DESCRIPTION OF GOODS	QTY	UNIT VALUE	TOTAL VALUE
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
			QTY TOTAL		VALUE TOTAL
			0		0.00

FREIGHT	0.00
INSURANCE	0.00
OTHER	0.00
TOTAL	0.00

Remarks / Instructions:

These commodities, technology or software were exported from the United States in accordance with the Export Administration regulations. Diversion contrary to US Law Prohibited.

I hereby certify that this invoice shows the actual price of goods described, that no other invoice has been issued, and that all particulars are true and correct.

EXPORTER (PRINT)

EXPORTER (SIGNATURE)

DATE