



YOUR LOGO

PURCHASE ORDER

Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address
Point of Contact

DATE
01/18/2021
PURCHASE ORDER NO.
A246
CUSTOMER NO.
114H

BILL TO

ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

SHIP TO

ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890

SHIPPING METHOD	SHIPPING TERMS	SHIP VIA	PAYMENT	DELIVERY DATE

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
A111	Women's Tall - M	10	\$10.00	\$100.00
B222	Men's Tall - M	5	\$20.00	\$100.00
C333	Children's - S	10	\$5.00	\$50.00
D444	Men's - XL	5	\$10.00	\$50.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

Remarks / Instructions:

SUBTOTAL	300.00
enter total amount DISCOUNT	50.00
SUBTOTAL LESS DISCOUNT	250.00
enter percentage TAX RATE	7.214%
TOTAL TAX	18.04
SHIPPING/HANDLING	50.00
OTHER	50.00
TOTAL	\$ 368.04

Please make check payable to Your Company Name.

THANK YOU

AUTHORIZED SIGNATURE _____

DATE _____