

Your Company

123 Your Street
Your City, ST 12345
(123) 456-7890

Purchase Order

Date	Invoice	P.O. number
9/7/2000	#123456	12345678
Ship date	Ship via	Terms
9/14/2000	Shipping company	Shipping & payment terms

Vendor

Name

Company name
Street address
City, State, Zip
(123) 456-7890
no_reply@example.com

Ship to

Your Name

Your Company
123 Your Street
Your City, ST 12345
(123) 456-7890
no_reply@example.com

Item #	Description	Qty	Unit price	Total price
12345-A	Item A	1	\$200.00	\$200.00
12345-B	Item B	2	\$200.00	\$400.00
				\$0.00
				\$0.00

Subtotal	\$600.00
Shipping & handling	\$20.00
Tax rate	8.60%
Sales tax	\$51.60

\$671.60