PURCHASE ORDER

The buyer's order to a vendor. It is not an invoice.

PO NUMBER

ORDER DATE

DELIVER BY

BUYER (FROM)

SHIP TO / DELIVERY TERMS

VENDOR / SUPPLIER (TO)

DESCRIPTION	QTY	UNIT PRICE	AMOUNT

NOTES

Subtotal

Tax (where it applies)

ORDER TOTAL

Ask the vendor to confirm the order in writing and to show this PO number on their invoice, so the invoice can be matched to the order.