

# PURCHASE ORDER

Purchase Order Number:

MUST APPEAR ON THE PACKING LIST, ON THE INVOICE, AND IN ALL CORRESPONDENCE.

Issued To \_\_\_\_\_

Ship To \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| DATE    |         | SHIP BY   |             | FREIGHT              |  | CONFIRM TO |           |
|---------|---------|-----------|-------------|----------------------|--|------------|-----------|
|         |         |           |             |                      |  |            |           |
| TERMS   |         | SHIP DATE |             | SPECIAL INSTRUCTIONS |  |            |           |
|         |         |           |             |                      |  |            |           |
| QTY ORD | QTY REC | ITEM NO.  | DESCRIPTION |                      |  | UNIT COST  | EXT. COST |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |
|         |         |           |             |                      |  |            |           |

Purchase Order Not Valid Without Authorized Signature

PURCHASE ORDER GRAND TOTAL

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

# RECEIVING RECORD

Purchase Order Number:

|                 |               |
|-----------------|---------------|
| Issued To _____ | Ship To _____ |
| _____           | _____         |
| _____           | _____         |

[illegible]

RECEIVED ☐ COMPLETE ☐ INCOMPLETE

Received by \_\_\_\_\_

Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_