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

Suggestions for Using this Form:

Track your outstanding orders with a purchase order. This form is spaced for typewritten or handwritten use, and can be ruled or unruled. We can change the headings, columns, boxes, screens, etc.

This form can be printed in multiple copies of different colors and we can add distribution instructions to the bottom of the form.

Purchase Order Not Valid Without Authorized Signature

PURCHASE ORDER GRAND TOTAL

Authorized Signature _____

Title _____

Form 2012, Printed by:

RECEIVING RECORD

Purchase Order Number:

Issued To _____

_____

_____

Ship To _____

_____

_____

DATE	SHIP BY	FREIGHT	CONFIRM TO

TERMS	SHIP DATE	SPECIAL INSTRUCTIONS

QTY ORD	QTY REC	ITEM NO.	DESCRIPTION

RECEIVED ☐ COMPLETE ☐ INCOMPLETE

Received by _____

Date _____

Authorized Signature _____

Title _____

Form 2012, Printed by: