

NOTE: See Terms & Conditions of Sale before completing. All credit customers must complete an Application for Business Credit Account and be approved before submitting a purchase order.



Primary Business Address _____
 Phone: _____
 Fax: _____
 E-mail: _____

PURCHASE ORDER

Bill To:

Ship To:

Purchase Order #:
 Date:
 Vendor ID:

Req By	Ship When	Ship Via	FOB	Buyer	Terms	Tax ID

Quantity	Item	Units	Description	Discount %	Taxable	Unit Price	Total

Subtotal	
Tax	
Shipping	
Miscellaneous	
Balance Due	