**Purchase Order Form**

# From:

|  |  |  |
| --- | --- | --- |
|  |  | **Customer No.:** |
|  | **Terms:** |
| Ship To: | **Salesperson:** |
|  | **Ship Week Of:** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Order No:**  | **Delivery Via :** | **Routing :** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Quantity Ordered** | **Description** | **Unit Count** | **Unit Price** | **Total**  |
|  |  |  |  |  |  |
| Total  |  |

|  |  |  |
| --- | --- | --- |
| **Note / Comments:** | **Date:** | **Approver’s Signature:** |
| **Purchaser:** |
| **Title:** |