Vendor copy

PURCHASE ORDER

Please quote the PO number on every invoice, packing slip and box

Purchasing

PO number	PO date	Vendor quote ref.	Requisition no.
Buyer	Department	Delivery date	Payment terms

Vendor	**Ship to**
Company	Attention
Address	Address
Contact	Hours
Vendor ID	Ship via / FOB

Items ordered

Item no.	Description	Qty	Unit	Unit price	Amount	Tax %	Sales tax
				Totals			

Order total

Subtotal	
Less discount	
Sales tax	
Shipping and handling	
Other charges	
Total (USD)	

Terms

1. This order is an offer to buy the items above at the prices shown, on these terms. Acceptance is limited to these terms; additional or different terms in the vendor's acknowledgment do not apply unless the buyer agrees in writing. 2. Ship complete by the delivery date, or tell the buyer at once of any delay. 3. Every invoice, packing slip and package must show the PO number. 4. Goods are subject to inspection on receipt; non-conforming goods may be rejected and returned at the vendor's cost. 5. Do not substitute items or change prices without a written change order. 6. Sales tax: the buyer will provide an exemption certificate for any line marked 0%.

Requested by

Approved by (buyer)

Vendor acceptance (name, date)