

Purchase Order

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Vendor Fax No.

Purchase Order No.

103

Revision #: 0

Date	Terms	Ship Via	F.O.B	Date Required
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13/06/18

13/06/18

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Vendor #: 12
OFFICE SUPPLIES
VENDOR CONTACT
257 EXAMPLE STREET
ADDRESS LINE 2
WORCESTER MA 01602 US

Ship To:
Ms. Eleanor Roosevelt
1234 Example Street Apt. 12345
WORCESTER MA 01602 US

Ship Date
13/06/18
Cancellation Date

Shipping Instructions
DRP SHP ORD#00000139

Item Number / Vendor Item Number	Qty	UOM	Item Description / Vendor Item Description	Date Required	Unit Price	Extended Amount
DESK / VDESK	10	EA	WALL-MOUNTED HOME OFFICE DESK / DESK VENDOR ITEM	13/06/18	50.00	500.00

Total Units: 10

Purchase Order Total: 500.00

Special Instructions
vendor note example 1
vendor note example 2

Prepared By _____

Authorized By _____