Purchase order

Purchase order no.: [1]

Order date: mm.dd.yyyy]

From

Bill to

[Business name]

[OWNER NAME]
[PHONE]
[MOBILE]
[EMAIL]
[WEBSITE]
[ADDRESS]
[Client name]

[PHONE]
[MOBILE]
[EMAIL]
[ADDRESS]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DESCRIPTION | RATE, USD | QTY | TAX | AMOUNT, USD |
| [Item name] | [0,00] | [1] | [0]% | [0,00] |
| [Additional details] |  |  |  |  |

Payment instruction

Paypal email:
example@mail.com

Make checks payable to:
[name]

Bank transfer:
[Bank transfer info]

Other:
[Other payment details]

Subtotal: [USD 0.00]

Discount: [0%] [USD 0.00]
Shipping Cost: [USD 0.00][Sales Tax]: [USD 0.00]

Total: [USD 0.00]

Amount paid: [USD 0.00]

Balance Due: [USD 0.00]

Notes:

[notes text]