

SAMPLE Purchase Order

Account Name

Account Address

Date:

TODAYS DATE

P.O. #:

YOUR PO#

Customer ID:

YOUR ACCT #

Vendor ETS Express, Inc

Ship to

Contact Name

Company Name

[Street Address]

[City, ST ZIP Code]

[Phone]

4. Shipping Method

Account Terms

Ship Date

Ground, etc.

Pre-Paid Customers Must Supply Credit Card Info

Qty

Item #

Description

3. Unit Price

Line Total

144.00

858571

16.9 oz h2go lodge - white

\$

16.99

\$ 2,446.56

Imprint Color: Black - Imprint Logo Vertical

1.00

Setup

\$65

65.00

1.00

e48 processing fee

\$50

50.00

5. SHIP UPS GROUND -

UPS# ABC 123

Shipping Bill To:

Company Name

Street Address

City, ST Zip Code

1 . e48 Rush Service

2. Regular and After Hours Contact Information: John Doe (805) 555-2424

jdoe@accountname.com

Subtotal \$ 2,561.56

Sales Tax

Total \$ 2,561.56

Authorized by

Date