

# Basic Purchase Order Form Template Example

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ABC Manufacturing Ltd.

## ABC Manufacturing Ltd.

<b>ADDRESS</b>	123 Industrial Avenue
<b>ADDRESS</b>	City, State, ZIP
<b>PHONE</b>	(123) 456-7890
<b>EMAIL</b>	orders@abcmfg.com

## BILL TO: XYZ Enterprises

<b>ADDRESS</b>	456 Commerce Street
<b>ADDRESS</b>	City, State, ZIP
<b>PHONE</b>	(234) 567-8901
<b>EMAIL</b>	billing@xyzenterprises.com

## SHIP TO: XYZ Enterprises - Receiving

<b>ADDRESS</b>	Same as billing
<b>ADDRESS</b>	
<b>PHONE</b>	
<b>EMAIL</b>	

# PURCHASE ORDER

DATE

MM/DD/YY

PURCHASE ORDER NO.

1234

CUSTOMER NO.

CUST5678

SALESPERSON

Carlos Ramirez

CREDIT CARD NO.

XXX-XXX-XXX-XXXX

CHECK/ MONEY ORDER NO.

XXX-XXX-XXX-XXXX

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
001	Industrial Widget A	10	\$50.00	\$500.00
002	Industrial Widget B	5	\$75.00	\$375.00
003	Assembly Kit C	20	\$30.00	\$600.00
		0		

Remarks / Instructions:

Deliver by July 20. Ensure items are individually packaged and labeled.

SUBTOTAL	\$1,475.00
TAX RATE	7.000%
TAX	\$103.25
S&H	\$50.00
OTHER	
<b>TOTAL</b>	<b>\$1,628.25</b>

Please make check payable to ABC Manufacturing Ltd.

THANK YOU

<b>SHIPPING METHOD</b>	Ground shipping
<b>SHIPPING TERMS</b>	FOB Destination
<b>SHIP VIA</b>	Swift Freight Logistics
<b>DELIVERY DATE</b>	MM/DD/YY
<b>ORDER APPROVED BY</b>	Raghu Prakash
<b>SIGNATURE</b>	
<b>DATE</b>	MM/DD/YY

For questions concerning this order, please contact Olivia Carter, (123) 456-7890, orders@abcmfg.com

[www.abcmfg.com](http://www.abcmfg.com)

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