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|  |  |  | | | **PURCHASE ORDER** | | | | |  |  | |
|  |  | **[Company Name]** | | |  |  | |  |  |  | |  |
|  |  | [Street Address] | | |  |  | | DATE | 23/04/2020 |  | |  |
|  |  | [City, ST ZIP] | | |  |  | | PO # | 110000 |  | |  |
|  |  | Phone: (000) 000-0000 | | |  |  | |  |  |  | |  |
|  |  | Fax: (000) 000-0000 | | |  |  | |  |  |  | |  |
|  |  | Website: www.templatelab.com | | |  |  | |  |  |  | |  |
|  |  |  |  |  |  |  | |  |  |  | |  |
|  |  | **VENDOR** | | |  | **SHIP TO** | | | |  | |  |
|  |  | [Company Name] | | |  | [Name] | | | |  | |  |
|  |  | [Contact or Department] | | |  | [Company Name] | | | |  | |  |
|  |  | [Street Address] | | |  | [Street Address] | | | |  | |  |
|  |  | [City, ST ZIP] | | |  | [City, ST ZIP] | | | |  | |  |
|  |  | Phone: (000) 000-0000 | | |  | [Phone] | | | |  | |  |
|  |  | Fax: (000) 000-0000 | | |  |  | | | |  | |  |
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|  |  |  | | |  | |  | | |  |  | |
|  |  | **SHIPPING TERMS** | | | **SHIPPING METHOD** | | **DELIVERY DATE** | | |  |  | |
|  |  | Cost, Insurance & Freight | | | FEDEX | | 23/05/2020 | | |  |  | |
|  |  |  | | |  | |  | | |  |  | |
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|  |  | **ITEM #** | **DESCRIPTION** | | | **QTY** | | **UNIT PRICE** | **TOTAL** |  | |  |
|  |  | 12345478 | Small part for FUJITSU inverter | | | 10 | | $25.00 | **$250.00** |  | |  |
|  |  | 87654321 | Lighting adapter | | | 1 | | $75.00 | **$75.00** |  | |  |
|  |  |  |  | | |  | |  |  |  | |  |
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|  |  |  |  | | |  | |  |  |  | |  |
|  |  | **Comments or Special Instructions** | | | | [42] | | SUBTOTAL | **$325.00** |  | |  |
|  |  | **Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros.** | | | |  | | TAX | **10%** |  | |  |
|  |  |  | | SHIPPING | **$1,000.00** |  | |  |
|  |  |  | | **TOTAL** | **$1,357.50** |  | |  |
|  |  |  |  |  |  |  | |  |  |  | |  |



[Templatelab.com](http://templatelab.com/)