PURCHASE ORDER

BLANK TEMPLATE - Fill before submitting

PO number _____

Order date _____

Buyer _____

Supplier _____

Delivery address _____

Expected delivery _____

Payment terms _____

Currency _____

ITEMS / DETAILS

Description	Quantity	Unit price	Amount

Subtotal _____ Tax _____

TOTAL _____

NOTES / DECLARATIONS

Purchase order is not an invoice, shipment confirmation, or acceptance by supplier.