

PURCHASE ORDER

P.O. NUMBER: [NUMBER]

[Date]

[NAME]
[COMPANY]
[ADDRESS]

Dear [NAME],

Please accept this purchase order for the following:

QUANTITY	PRODUCT	PRODUCT CODE	UNIT PRICE	TOTAL
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We require shipment by [DATE] to:

[ADDRESS]

Please refer to this order as “purchase order #[PURCHASE NUMBER]” . If this order cannot be processed as requested, please contact me at [PHONE NUMBER] or by email at [EMAIL ADDRESS] at your earliest convenience.

Sincerely,

[YOUR NAME]