**YOUR LOGO**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Purchase Order Slip*  ***Company Name***  *Address Your Location Here*  *Email at* [*Youremailaddress@email.com*](mailto:Youremailaddress@email.com)  *phone: 090012345678* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| ***Supplier Name:*** | | | |  | | ***Order Date:*** | | | |  | |
| ***Address:*** | | | |  | | ***Payment Terms:*** | | | |  | |
| ***City, State Zip:*** | | | |  | | ***F.O.B. Point:*** | | | |  | |
| ***Supplier Email:*** | | | |  | | ***Freight Terms:*** | | | |  | |
| ***Supplier Phone:*** | | | |  | | ***Acct Code:*** | | | |  | |
| ***Attn: Supplier Contact*** | | | |  | | ***Sales Tax:*** | | | |  | |
|  | | | | | | | | | | | |
| ***Ship To:*** | | | | | | ***Invoice To:*** | | | | | |
| *Your Company Name* | | | |  | | *Your Company Name* | | | |  | |
| *Address1* | | | |  | | *Address1* | | | |  | |
| *Address2* | | | |  | | *Address2* | | | |  | |
| *City, State Zip* | | | |  | | *City, State Zip* | | | |  | |
| *Phone:* | | | |  | | *Phone:* | | | |  | |
| *Attn: Name* | | | |  | | *Attn: Name* | | | |  | |
|  | | | | | | | | | | | |
| ***Tax ID:*** | | | ***Ship via:*** | | | | | ***Required Ship Date:*** | | | |
|  | | |  | | | | |  | | | |
|  | | | | | | | | | | | |
| ***Item*** | ***Item Description*** | | | | ***Part No.*** | | ***Quantity*** | ***UM*** | ***Price*** | | ***Total*** |
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| ***Purchase Order Comments*** | | | | | | | | | | | |
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|  | | | | | | | | | | | |
| ***This purchase order is subject to seller’s acceptance of the attached terms and conditions.*** | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | | | | | | | | | | | |
| ***Your Name*** | |  | | | | | | | | | |
| ***Your Title:*** | |  | | | | | | | | | |