|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   |   |   |   | **Purchase Order** |
|  |
| **Bill From:** | **Bill To:** | **Purchase Order #:** 00001 |
| Company Name | Company Name | **Date of Purchase Order:** mm/dd/yyyy |
| Address | Address | **Delivery Date:** mm/dd/yyyy |
| City | City |  |
| Postal Code | Postal Code |  |
| Email address | Email address |   |
| Website | Website |  |
|  |  |  |
|  |  |  |
| **Description** |  |  |  |  | **Quantity** | **Rate** | **Amount** |
| Enter description of product or service here | 0 | 0 | $0.00  |
| Enter description of product or service here | 0 | 0 | $0.00  |
| Enter description of product or service here | 0 | 0 | $0.00  |
| Enter description of product or service here | 0 | 0 | $0.00  |
| Enter description of product or service here | 0 | 0 | $0.00  |
| Enter description of product or service here | 0 | 0 | $0.00  |
| Enter description of product or service here | 0 | 0 | $0.00  |
|  | **Subtotal** | $0.00  |
| **Notes:**Some extra notes can go here. | **Tax rate** | 0.00% |
| **Shipping** | $0.00 |
| **Tax** | $0.00  |
|  |  |  |
| **Total** | $0.00  |
|  |
| This free purchase order template was provided to you by Invoice2go. [Visiting invoice2go to create your free account.](https://invoice.2go.com/sign-up/) |
|  |

