SAMPLE Purchase Order

Account Name
Account Address

Date: TODAYS DATE
P.O. #: YOUR PO#
Customer ID: YOUR ACCT #

Vendor **ETS Express, Inc**

Ship to **Contact Name**
Company Name
[Street Address]
[City, ST ZIP Code][Phone]

4. Shipping Method	Account Terms	Ship Date
Ground, etc.	**Pre-Paid Customers Must Supply Credit Card Info**	

Qty	Item #	Description		3. Unit Price	Line Total
144	**858571**	**16.9 oz h2go lodge - white**		**$ 16.99**	**$ 2,446.56**
		Imprint Color: Black - Imprint Logo Vertical			
1.00		**Setup**		**$65**	**65.00**
1.00		**e24 processing fee**		**$50**	**50.00**
5. SHIP UPS GROUND -					
UPS# ABC 123					
Shipping Bill To:					
Company Name					
Street Address					
City, ST Zip Code					
1 . e24 Rush Service					
2. Regular and After Hours Contact Information: John Doe (805) 555-2424				**Subtotal**	**$ 2,561.56**
jdoe@accountname.com				**Sales Tax**	
				Total	$ 2,561.56

Authorized by ***Date***