Sample Purchase Order

Test Company Inc

Date: January 21, 2016
P.O. #: 123456

Vendor
Acme, Inc
789 Business Lane
Pittsburgh, PA 15203
1-800-123-4567

Ship to
Tobii Dynavox
Attention: Receiving
2100 Wharton Street
Pittsburgh, PA 15203
1-800-344-1778

Shipping Method	Payment Terms	Delivery Date
UPS	30 Days	ASAP

Qty	Item #	Description	Unit Price	Line Total
1.00	10000	Device	$ 7,500.00	$ 7,500.00
1.00	2000	Mount	2,500.00	2,500.00

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notifiy us immediately if you are unable to ship as specified.

Subtotal	$ 10,000.00
Sales Tax	7%
Shipping	$50
Total	**$ 10,750.00**

John Smith — *Authorized by*

01/21/2016 — *Date*