

A purchase order is used when your company buys items from another company.

**MARGINS**

Top/Bottom – 1”  
Sides -- .75”

# Company Name

Address

Address (if needed)

City, ST Zip Code

SS

This is the name of the company that is making the purchase indicated below.

DS

COMPANY NAME

ADDRESS

CITY ST ZIP CODE

Name and address of the company that the product is being purchasing from. Use OCR format.

.75”

4.5”

1.75”

Quantity	Description	Unit Price	Total
1	Word Perfect 5.1 (w/ manual)	\$ 19.99	\$ 19.99
2	AcerView 34T Monitor	24.99	49.98
	TOTAL		\$ 69.97

Use a four column, two row table for the body of the purchase order. Apply borders to the table as indicated in this example.

Purchase Order Number:

PO-15658

Date of Order:

August 18, 20xx

Total

Tabbed to 2”

By \_\_\_\_\_

Signature of the person who authorizes the purchase order.

## PURCHASE ORDER FORMAT