

# 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
144.00	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		e48 processing fee	\$50	50.00
<b>5. SHIP UPS GROUND -</b>				
<b>UPS# ABC 123</b>				
<b>Shipping Bill To:</b>				
<b>Company Name</b>				
<b>Street Address</b>				
<b>City, ST Zip Code</b>				
<b>1 . e48 Rush Service</b>				

<b>2. Regular and After Hours Contact Information: John Doe (805) 555-2424</b> <b>jdoe@accountname.com</b>	Subtotal	\$ 2,561.56
	Sales Tax	
	<b>Total</b>	<b>\$ 2,561.56</b>

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Authorized by Date