## Purchase Order/Order Form

P.O Number
P.O. Date

## Deliver To

Company
Address

City
State/Province Zip/Postal Code
Country
Phone Number
Fax Number

Contact Name


| Item No. | Description |  |  | Quantity | Unit Price | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Shipping Char | Calculations |  |  |  |  |  |
| Software |  | Other Items |  |  | Tax @ |  |
| Total Order (\$) | Shipping (\$) | Total Order (\$) | Shipping |  | ITax @ |  |
| < 300 | 7.50 | $\leq 100$ |  |  | Tax@ |  |
| 300-500 | 15.00 | > 100 | 10\% of order |  | Shipping Cha |  |
| > 500 | free |  |  |  | Grand To |  |

## Authorized By

