

PURCHASE ORDER				
PO Number: [Insert PO number]				
Date: [Insert date]				
Vendor Name: [Insert vendor name]				
Vendor Address: [Insert vendor address]				
Vendor Contact: [Insert vendor contact information]				
Ship To: [Insert shipping address]				
Requested By: [Insert name of person requesting the purchase order]				
Delivery Date: [Insert requested delivery date]				
Payment Terms: [Insert payment terms]				
Description of Goods/Services:				
Item No.	Description	Quantity	Price per Unit	Total Price
[Insert item number]	[Insert item description]	[Insert quantity]	[Insert price per unit]	[Insert total price]
...
Total Cost: [Insert total cost]				
Authorized By: [Insert name of authorized person]				
Comments/Instructions: [Insert any additional comments or instructions]				
Terms and Conditions: [Insert any relevant terms and conditions]				
<p>This Purchase Order is subject to the terms and conditions set forth herein, which are incorporated by reference. By accepting this Purchase Order, Vendor agrees to be bound by such terms and conditions. Any additional or different terms proposed by Vendor are hereby rejected and will not become part of this Purchase Order unless specifically agreed to in writing by the parties. Any waiver of a breach of this Purchase Order must be in writing and shall not be deemed to be a waiver of any subsequent breach. This Purchase Order may not be assigned by Vendor without the prior written consent of the Requestor. This Purchase Order constitutes the entire agreement between the parties and supersedes all prior or contemporaneous understandings or agreements, whether written or oral, regarding the subject matter contained herein. This Purchase Order shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.</p>				