|  |  |
| --- | --- |
| Acme IncOne stop shop for cleaning supplies901 new era avenueAvenel, NJ07001786-987-3452789-567-4567 | Purchase Order |
|  |
| TO:Drew HunterSysco supplies564 new avenueColumbus, OH, 43081616-456-4573 | SHIP TO:Mike FarmerAcme Inc.901 new era avenueAvenel,070001, NJ789-654-6785 | P.O. Number: 0122343[The P.O. number must appear on all related correspondence, shipping papers, and invoices] |
|  |
| P.O DATE | REQUISITIONER | SHIPPED VIA | F.O.B. POINT | TERMS |
| 6/14/2017 |  | UPS | Destination | Net 60 |
|  |
| QTY | UNIT | DESCRIPTION | UNIT PRICE | TOTAL |
| 1000 | EACH | Cleaning brush with long handle | $[4.00] | $4000 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | SUBTOTAL |  |
| SALES TAX | [8.2%] |
| 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 notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

Purchasing department901 new era avenueAvenel, NJ07001786-987-3452789-567-4567 |  | SHIPPING AND HANDLING |  |
| OTHER |  |
| TOTAL | $$4,328.00 |
|  |
|  |
|  | Authorized by Purchasing department  | 6/14/2017 |