

# Sample Purchase Order

## Customer Information

Customer Name  
 Address  
 City, State, Zip  
 Phone #  
 Fax #  
 E-mail Address

Purchase Order # \_\_\_\_\_

Date Issued: \_\_\_\_\_

## Vendor Information

Nova Solutions, Inc.  
 P.O. Box 725  
 Effingham, IL, USA 62401

## Ship To:

Name (your point of destination)  
 Address (your point of destination)  
 City, State, Zip  
 Phone #  
 Delivery Contact Name

	Model Numbers	Description	Qty	List Price	Ext. List Price
<b>Line 1: Base Model Number:</b>	75-RD307230BB	Rectangle desk, 30x72x30 Box/Box/File right and left	1	\$1,488	\$1,488
Subset of Line 1*	<b>Color:</b>	695 695 695	<i>Tuscan Walnut (Base, Work Surface &amp; Accent)</i>		
	<b>Drawer or Door Pull Style/Finish:</b>	SM	<i>Steel / Chrome Matt</i>		
	<b>Edge Detail:</b>	P	<i>Flat PVC edge</i>		
	<b>Visual Display:</b>	FPA1818NK	1	\$ 360	\$ 360
	<b>Accessories:</b>	RWG01	2	\$ 68	\$ 136
		<i>Subtotal (line 1)</i>		\$ 1,916	\$1,984
<b>Line 2: Base Model Number:</b>	AC-PS1125	Power strip (Field Installed)	1	\$ 132	\$132
		Subtotal (all lines)		\$2,048	\$2,116
		Handling Fee**			\$ 100
		<b>Grand Total</b>			\$2,216

**Please add any taggings:**

Example: Computer classroom #104

**Please add point of contact, phone number and e-mail address:**

Example: Debbie Smith, 800-555-5678, dsmith@domainname.com

**Please add any shipping or special instructions:**

Example: Please call Doug at 555-687-5309, 24 hours before delivery

Example: Must have delivery by 12/31

\* Subsets include all items that are to be factory installed in the associated furniture unit.

\*\* Handling fee of \$100.00 applies to all non-UPSable shipped orders under \$5,000 list.