



# Purchase Order

## Ordered From

**PO Number:**

46748

**Ordered From:**

General Supply Company

**Address:**

432 Main Street

**City:**

Faifax

**State:**

VA

**Zip Code:**

22456

**Phone Number (xxx-xxx-xxxx):**

703-555-5309

## Ship To

**Ship To:**

Supplies Retail

**Address:**

1721 Main Street

**City:**

Luray

**State:**

VA

**Zip Code:**

22835

**Phone Number (xxx-xxx-xxxx):**

540-555-5309

## Order Information

**Date Ordered:**

11/17/2019

**Date Wanted:**

11/20/2019

**Ship Via:**

USPS

**Terms:**

net 30

**F.O.B.**

no

## Order Description

Description:	Quantity:	Price:	Extension:
Pens	144	1.1	158.40
Paper	4	45	180.00
Notepads	144	1.5	216.00
Staples	72	2.10	151.20

## Signature

**Purchasing Agent:**

Our purchase order number must appear on all correspondence, invoices, shipping papers, and packages. Goods are subject to our inspection and approval. If shipment will be delayed, advise us immediately.

All Canvas PDFs can be customized with our drag-and-drop PDF Designer