

PURCHASE ORDER (Example)

ABC Promos
123 Main St.
Philadelphia, PA 12000
(215)555-1234
(215)555-4321
jane@abcpromos.com

P.O. #: 1234
Order Date: 1/15/07
Ship Date: 1/30/07
Ship Via: UPS Ground Resid.

Vendor:
Rockland Embroidery
125 Centre Ave
Topton, PA 19562

Ship To:
Mom's Resteraunt
Attn: John Doe
654 South St.
Philadelphia, PA 12000

QTY	ITEM NO.	DESCRIPTION	UNIT COST	TOTAL COST
56	4567-1	Black 100% Cotton Devon & Jones Short Sleeve Pique Polo – Men's Sizes – 6S, 10M, 10L, 12 XL, 12 XXL, 6 XXXL		
12	4567-2	Black 100% Cotton Devon & Jones Short Sleeve Pique Polo – Ladies Sizes – 1 XS, 4 S, 4M, 3 L		
12	4567-2	White 100% Cotton Devon & Jones Short Sleeve Pique Polo – Ladies Sizes – 5 S, 3 M, 3 L, 1 XL		
1	Digitizing	Mom's Rest. artwork e-mailed to Digitizing on 1/15/07 3.5" wide for Left Chest Thread Colors: PMS 193 Red for body, Black tires, PMS 422 Lt. Gray for windows & wheels Text on black shirts is PMS193 Red Text on Black shirts PMS 422 Lt. Gray	\$40.00	\$40.00
80	Embroidery	Embroider logo Left Chest	\$2.30	\$184.00
80	Misc.	Polybag	\$0.25	\$20.00
PRODUCT WILL ARRIVE FROM ALPHA VIA UPS GROUND ON 1/17/07 ATTN ABC Promos #1234				
Call or e-mail Jane Doe with any questions on this order (215)555-1234 or jane@ABCpromos.com				