

Your company logo of 1" x 3" would go here.

www.fast-po.com

PURCHASE ORDER

Prefix0000001Suffix

Company: ALMSys, Inc. xxxxxxxxxxxxxxxxxxxxxxxxxX
123 Anywhere St
Suite 300
HometownxxxxxxxxxxxxxxxxxxZ CAXXX 99999-9999
USA
 Phone 909-555-1212 Fax 909-555-3434

Date **04 Mar 2009**
 Due Date **18 Mar 2009**
 Job No. **JobNoGoesHere**

VENDOR
 Your First Vendor
123 Anywhere St
Suite 300
Hometown CA 99999-9999
USA
909-555-1212 Fax 909-555-3434
 Ref. No. VendorRefHerexxxxxX

SHIP TO
ALMSys, Inc. xxxxxxxxxxxxxxxxxxxxxxxxxX
123 Anywhere St
Suite 300
HometownxxxxxxxxxxxxxxxxxxZ CAXXX 99999-9999
USA
909-555-1212 Fax 909-555-3434

REQUESTED BY	TERMS
Bob in Accounting	This space is for the terms of the purchase order. You get 250 characters to enter. Word wrapping is done automatically for you.
SHIP VIA	
Fedex Ground	

PART / ITEM NO.	DESCRIPTION	QTY	PRICE EA	TOTAL
Pickles	Pickles	10	2.76540	27.65
Banana	Bananas	5	10.00060	50.00
Apples	Apples	8	10.52220	84.18
	Apples 2			
	Apples 3			
	(You can predefine items with up to 5 lines!)			
	Apples 5			
ABCDEFGHIJKLMNO	AAAAAAAAAABBBBBBBBBBCCCCCCCCDDDDDDDDDEEEEEEEEE	250,000	2,000.00000	500,000,000.00
Tubas	Tubas for the band	5	1,100.00000	5,500.00
Mustard	Mustard for the company cafeteria	125	3.56500	445.62
	Lines may be up to 50 characters in length.			
	There are 17 lines on the portrait purchase order.			
	Quantity may be in the hundreds of thousands.	999,999		
	Amounts may be in the hundreds of millions.	5,000	50,000.0000	250,000,000.00

SPECIAL INSTRUCTIONS

Please make sure that I (Bob in Accounting) get notified if any parts are not in stock. In fact, call me when this is shipped so that I can prepare a spot in the warehouse. It would be great if you would have the driver call me every 10 minutes during the trip over here because I have absolutely nothing to do until I receive these parts and I need the boss to think that I am busy. Thanks!!

Subtotal	750,006,107.45	
Taxes	<u>Rate</u>	
Your State Tax	6.75000	50,625,412.25
Your Local Tax	1.25000	9,375,076.34
	Tax Total	60,000,488.59
Shipping and Handling	14.95	
Other	-16.99	
GRAND TOTAL	810,006,594.00	

Authorization Fred The Boss Date _____

Received By _____ Date _____