

Your Company LLC

EIN 12-3456789 · Collects sales tax
500 Main Street, Suite 200 · Austin, TX 78701
(512) 555-0142 · contact@example.com

PURCHASE ORDER

No. OC-1

Date: October 8, 2026
Valid until: November 7, 2026

SUPPLIER

Lone Star Steel Supply, Inc.
EIN 74-1234567
9100 Gulf Freeway · Houston, TX 77017

#	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TAX	TOTAL
1	18-gauge steel sheet, 4 x 8 ft	40	Unit	\$58.00	Sales tax 8.25%	\$2,320.00
2	Freight to Austin	1	Service	\$220.00	Sales tax 8.25%	\$220.00

In words: TWO THOUSAND SEVEN HUNDRED FORTY-NINE US DOLLARS AND FIFTY-FIVE CENTS

Subtotal \$2,540.00
Sales tax 8.25% \$209.55

Total \$2,749.55

TERMS

Payment terms	Credit	Term (days)	30
Delivery date	October 15, 2026	Delivery address	500 Main Street, receiving dock
Delivery city	Austin, TX	Supplier quote	QT-3021

Prepared by

Approved by

Supplier acceptance