

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

www.fast-po.com

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

PURCHASE ORDER

Prefix0000015Suffix

Date **06 Mar 2009**
 Due Date **07 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. _____

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

REQUESTED BY
 Bob in Accounting
SHIP VIA
 Fedex Ground

PART / ITEM NO.	DESCRIPTION	QTY	PRICE EA	TOTAL
Apples	Apples	8	10.52220	84.18
	Apples 2			
	Apples 3			
	(You can predefine items with up to 5 lines!)			
	Apples 5			
ABCDEFGHIJKLMNO	AAAAAAAAAABBBBBBBBBBCCCCCCCCCDDDDDDDDDEEEEEEEEE	250,000	2,000.00000	500,000,000.00
	Lines may be up to 50 characters in length.			
	There are 10 lines on the landscape purchase order			
	Quantity may be in the hundereds of thousands.	999,999		
	Amounts may be in the hundreds of millions.	5,000	50,000.00000	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!!

TERMS
 This space is for the terms of the purchase order. You get 250 characters to enter. Word wrapping is done automatically for you.

Subtotal		750,000,084.18
Taxes	<u>Rate</u>	
Your State Tax	6.75000	50,625,005.68
Your Local Tax	1.25000	9,375,001.05
	Tax Total	60,000,006.73
Shipping and Handling		14.95
Other		-16.99
GRAND TOTAL		810,000,088.87

X _____
 Authorization Date

X _____
 Received By Date