

SF Taxi Services

2121 Evans Ave
 San Francisco, CA 94124
 Phone (415)652-2962 Fax (415) 452-8322

PURCHASE ORDER

Order 0001

TO:
 Name _____
 Company Name _____
 Address _____
 City _____
 Phone _____

SHIP TO:

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	UNIT TYPE	DESCRIPTION	UNIT PRICE	TOTAL
		Line1:		
		Line2:		
		Line3:		
		Line4: (optioanal)		

Mara Beth Stevens
 1234 West End Drive
 Chicago, IL 60611

Fred Flinstone
 Bdg: P12-345678
 Cell:(555)555-1234
 (optional)

Type 1 (3 lines)

Type2 (4 lines)

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
OTHER	
TOTAL	

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.

Send all correspondence to:

2121 Evans Ave
 San Francisco, CA 94124
 4. Phone (415)652-2962 Fax (415) 452-832

Authorized by _____

Date _____