

ABC Company Limited 123 Anywhere Street Toronto, ON, M3R 8T4 Tel: 416-000-0001

Fax: 416-000-0002

## **PURCHASE ORDER**

P.O.NUMBER: P.O.DATE 304011 3/25/2011

**VENDOR:** TO: 123 Sales Company

10 Avenue Road Toronto, ON M3R 1Y3 SHIP TO: ABC Company Limited 123 Anywhere Street Toronto, ON, M3R 8T4

REQ.DATE	SHIP VIA	F.O.B.	TERMS		REFERENCE	
3/31/2011	UPS Collect		Net 30		706473	
ITEM	DESCR	QTY	UNIT (	COST	AMOUNT	
00020	20PTQRS drive		1	1,	800.00	1,800.00
			GST/HST			CAD 234.00
			TOTAL		(	CAD 2,034.00



# **SALES ORDER**

	Sales Comp		SOLD TO: 123 Sales Com				ORDER NO.	11141-J	
10 Avenue Road Toronto, ON M3R 1Y3		10 Avenue Road				ORDER DATE	3/07/2011		
Toronto, ON MISK 143			Toronto, ON M3R 1Y3				SHIP DATE		
							SHIP VIA	Best Way	
CUST.ORDE	R NO.	SALESMAN	TERMS	GST NO.			PST NO.		
42612	2	AR	Net 30	123456789					
FOB		FREIGHT PREPAID	FREIGHT COLLECT	DATE RE	EQ'D		NOTES		
Our Pla	nt	XXXX		03/21/	11				
STOCK NO.		DESCRIPTION	N	QTY ORD	В/О	QTY SH	IP UNIT COST	TOTAL	
	48" Round	Folding Table, Fashion Grey	with Silver Edging	5			150.00	750.00	
	13% HST						13.00%	97.50	
IMPORTANT: We are not responsible for goods damaged or lost in transit and if you give the transportation company a clean receipt for lost or damaged goods, you naturally do so AT YOUR OWN RISK. In case of shortage or damage, do not accept shipment unless proper notation is written on the express bill by the agent. Examine shipment promptly upon arrival and in case of concealed damage, notify your agent at once in writing so that proper record is made. You will then have a valid claim against the delivering company. ORIGINAL BILL OF LADING in the event of loss or damage in transit, we can supply a copy of the original bill of lading which will you will need to make a claim on the carrier. We will gladly assist you in any way possible to affect early settlement. ALWAYS WRITE US full particulars before returning any goods. It may save both of us considerable expense.							TOTAL	\$847.50	



ABC Company Limited 123 Anywhere Street Toronto, ON, M3R 8T4 Tel: 416-000-0001

Fax: 416-000-0002

## **SALES ORDER**

S.O.NUMBER: 706495 DATE: 3/25/2011

**BILL TO:** 123 Sales Company

10 Avenue Road Toronto, ON M3R 1Y3 SHIP TO:

P.O.NUMBER	SHIP VIA	FOB	REP		TERMS	
Verbal	Day & Ross		ON		Net 30	
ITEM	DESCRIPTION		REQ	UNIT CO	ST AMOUNT	
00020	20PTQRS drive		1	2,20	00.00	2,200.00
			SUBTOT	TAL		CAD 2,200.00
			GST/HS	Γ		CAD 286.00
GST #100010001			TOTAL			CAD 2,486.00



#### **ABC Company Limited**

123 Anywhere Street
Toronto, ON, Canada, M3R 8T4
Tel: 416-000-000 Fax: 416-000-0000
email: sales@abcproducts.com

## **PURCHASE ORDER**

**NUMBER:** 7890

IMPORTANT: This purchase order number must appear on all invoices, packing lists, shipping labels, bills of lading and related correspondence.

ISSUED TO: 123 Sales Company

10 Avenue Road Toronto, ON M3R 1Y3 SHIP TO: ABC Company Limited

123 Anywhere Street Toronto, ON M3R 8T4

ATTN: GST #100100001

ORDER DATE	E:	SHIF	VIA	DATE REQUIRED	SUPPLI	IER TEL SUPPLIER		JPPLIER FAX
3/15/2011		Your	Truck	3/20/2011				
QUANTITY		ITEM DESCRIPTION			UNIT PRICE		AMOUNT	
3	1500 1712			ACK FOR BEAM SEAT	TING		80.00 41.00	1,800.00 423.00
ABC Company Limited					SUBTO	ΓAL	CAD 2,223.00	
perAuthorized Signature					GST/HS	Т	CAD 288.99	
Please acknowledge receipt of this purchase order				TOTA	٩L	CAD 2,511.99		



## **ABC Company Limited**

123 Anywhere Street
Toronto, ON, Canada, M3R 8T4
Tel: 416-000-000 Fax: 416-000-0000
email: sales@abcproducts.com

**DATE** 3/15/2011 **WORK ORDER NO.** 33888

SOLD TO: 123 Sales Company 10 Avenue Road Toronto, ON M3R 1Y3 SHIP TO: 123 Sales Company 10 Avenue Road Toronto, ON M3R 1Y3

P.O.NUMBER REQ		NUMBER CUST.NO.		SHIP VIA			
1234567 ABC		CD123456	5005	Prepaid			
SAL	ES REP	EST.	DELIVERY	F.O.B.	TE	ERMS	
DM		3/	31/2011	Toronto	Net 30		
QTY ORD	QTY ORD ITEM#		D	ESCRIPTION	RATE	AMOUNT	
10 3	1500 SEAT & BACK FO			360.00 282.00 13.00%	3,600.00 846.00 577.98		

1.5% INTEREST PER MONTH WILL BE CHARGED ON ALL PAST DUE ACCOUNTS. Any claims for shortages or errors must be made in writing within 7 days of receipt of invoice.