**Purchase Order
Checklist Template**

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| **X** | PURCHASE ORDER REQUIREMENT |
|[ ]  Purchase Order Number |
| [ ]  | Purchase Order Date |
| [ ]  | Supplier Information |
|[ ]  Buyer Information |
|[ ]  Item Descriptions |
| [ ]  | Item Quantities |
|[ ]  Unit Prices |
|[ ]  Tax and Shipping |
|[ ]  Payment Terms |
|[ ]  Delivery Terms |
|[ ]  Approval Signatures |
|[ ]  Terms and Conditions |
|[ ]  Notes and Instructions |
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