**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12105&utm_source=template-word-true-form&utm_medium=content&utm_campaign=Microsoft+Word+Basic+Purchase+Order-word-true-form-12105&lpa=Microsoft+Word+Basic+Purchase+Order+word-true-form+12105)Microsoft Word Basic Purchase Order Template**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPANY LOGO** | | | | PURCHASE ORDER | | | | | |
| NAME OF COMPANY | | | |  | | DATE | | | |
| **ADDRESS** | Click or tap here to enter text. | | |  | | Click or tap here to enter text. | | | |
| **ADDRESS** | Click or tap here to enter text. | | |  | | PURCHASE ORDER NO. | | | |
| **PHONE** | Click or tap here to enter text. | | |  | | Click or tap here to enter text. | | | |
| **EMAIL** | Click or tap here to enter text. | | |  | | CUSTOMER NO. | | | |
|  |  | |  |  | | Click or tap here to enter text. | | | |
| BILL TO | | | |  | | SALESPERSON | | | |
| **ADDRESS** | Click or tap here to enter text. | | |  | | Click or tap here to enter text. | | | |
| **ADDRESS** | Click or tap here to enter text. | | |  | | CREDIT CARD NO. | | | |
| **PHONE** | Click or tap here to enter text. | | |  | | Click or tap here to enter text. | | | |
| **EMAIL** | Click or tap here to enter text. | | |  | | CHECK/ MONEY ORDER NO. | | | |
| SHIP TO | | | |  | | Click or tap here to enter text. | | | |
| **ADDRESS** | Click or tap here to enter text. | | |  | |  | | | |
| **ADDRESS** | Click or tap here to enter text. | | |  | |  | | | |
| **PHONE** | Click or tap here to enter text. | | |  | |  | | | |
| **EMAIL** | Click or tap here to enter text. | | |  | |  | | | |
| **ITEM NO.** | | **DESCRIPTION** | | | **QTY** | | **UNIT PRICE** | | **TOTAL** |
| 123 | | Click or tap here to enter text. | | | 0 | | $0.00 | | $0.00 |
| 123 | | Click or tap here to enter text. | | | 0 | | $0.00 | | $0.00 |
| 123 | | Click or tap here to enter text. | | | 0 | | $0.00 | | $0.00 |
| 123 | | Click or tap here to enter text. | | | 0 | | $0.00 | | $0.00 |
| 123 | | Click or tap here to enter text. | | | 0 | | $0.00 | | $0.00 |
| 123 | | Click or tap here to enter text. | | | 0 | | $0.00 | | $0.00 |
| 123 | | Click or tap here to enter text. | | | 0 | | $0.00 | | $0.00 |
| Remarks / Instructions: | | | | |  | | SUBTOTAL | | $0.00 |
| Click or tap here to enter text. | | | | |  | | TAX RATE | | 0% |
|  | | TAX | | $0.00 |
|  | |  | | |  | | S&H | | $0.00 |
| Please make check payable to YOUR COMPANY NAME. | | | | | | | | OTHER | $0.00 |
| THANK YOU | | | | | | | | TOTAL | **$0.00** |
|  | |  | | |  | |  | |  |
| **SHIPPING METHOD** | | Click or tap here to enter text. | | | | | | | |
| **SHIPPING TERMS** | | Click or tap here to enter text. | | | | | | | |
| **SHIP VIA** | | Click or tap here to enter text. | | | | | | | |
| **DELIVERY DATE** | | Click or tap to enter a date. | | | | | | | |
| **ORDER APPROVED BY** | | Click or tap here to enter text. | | | | | | | |
| **SIGNATURE** | | Click or tap here to enter text. | | | | | | | |
| **DATE** | | Click or tap to enter a date. | | | | | | | |
| For questions concerning this order, please contact Name, (XXX) XXX-XXXX, Email Address | | | | | | | | | |
| www.yourwebaddress.com | | | | | | | | | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |