**Microsoft Word Basic Purchase Order Template**

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| --- | --- |
|  **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 |

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