**[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+Blanket+Purchase+Order+(BPO)-word-true-form-12105&lpa=Microsoft+Word+Blanket+Purchase+Order+(BPO)+word-true-form+12105)Microsoft Word Blanket Purchase Order   
(BPO) Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPANY LOGO** | | | | PURCHASE ORDER | | |
| NAME OF COMPANY | | | |  | DATE |
| **ADDRESS** | Click or tap here to enter text. | | |  | **MM/DD/YY** |
| **ADDRESS** | Click or tap here to enter text. | | |  | PURCHASE ORDER NO. |
| **PHONE** | Click or tap here to enter text. | | |  | **0** |
| **EMAIL** | Click or tap here to enter text. | | |  | CUSTOMER ID |
|  |  |  |  | | **0** |
| VENDOR | | | |  | DELIVERY DATE |
| **ADDRESS** | Click or tap here to enter text. | | |  | **MM/DD/YY** |
| **ADDRESS** | Click or tap here to enter text. | | |  | SHIP VIA |
| **PHONE** | Click or tap here to enter text. | | |  | **Shipping Company** |
| **EMAIL** | Click or tap here to enter text. | | |  | TERMS AND CONDITIONS |
| SHIP TO | | | |  | **Shipping and Payment Terms** |
| **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** |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
|  |  |  |  |  |
| REMARKS AND INSTRUCTIONS | |  | SUBTOTAL | $0.00 |
| Notes | |  | DISCOUNT | 0.000% |
|  | QUANTITY DISCOUNT | 0.000% |
|  |  |  | SUBTOTAL LESS DISCOUNT | $0.00 |
|  |  |  | TAX RATE | 0.000% |
|  |  |  | TAX | $0.00 |
|  |  |  | S&H | $0.00 |
| Please make check payable to YOUR COMPANY NAME. | | | OTHER | $0.00 | |
| THANK YOU | | | TOTAL | **$0.00** | |
|  |  |  |  |  |
| **ORDER APPROVED BY** | Name | | | | |
| **SIGNATURE** |  | | | | |
| **DATE** | MM/DD/YY | | | | |
| 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. |