**Microsoft Word Printable Purchase Order Form Template**

PURCHASE ORDER FORM

|  |  |  |
| --- | --- | --- |
| NAME OF COMPANY |  | ORDER INFORMATION |
| **ADDRESS** | Click or tap here to enter text. |  | **PO NUMBER** | Click or tap here to enter text. |
| **ADDRESS** | Click or tap here to enter text. |  | **PO DATE** | Click or tap to enter a date. |
| **PHONE** | Click or tap here to enter text. |  | **VENDOR ID** | Click or tap here to enter text. |
| **EMAIL** | Click or tap here to enter text. |  | **SALESPERSON** | Click or tap here to enter text. |
|  |  |  |  |  |  |
| PURCHASED FROM |  | SHIP TO |   |
| **COMPANY** | Click or tap here to enter text. |  | **COMPANY** | Click or tap here to enter text. |
| **ADDRESS** | Click or tap here to enter text. |  | **ADDRESS** | Click or tap here to enter text. |
| **PHONE/EMAIL** | Click or tap here to enter text. |  | **PHONE/EMAIL** | Click or tap here to enter text. |
| **PERSON OF CONTACT** | Click or tap here to enter text. |  | **PERSON OF CONTACT** | Click or tap here to enter text. |
| SHIPPING INFORMATION |  |  **COMPANY LOGO** |  |
| **DELIVERY DATE** | Click or tap to enter a date. |  |  |  |
| **SHIPPING METHOD** | Click or tap here to enter text. |  |  |  |
| **TERMS** | Click or tap here to enter text. |  |  |  |
| PAYMENT INFORMATION |  |  |  |
| **PAYMENT DUE DATE** | Click or tap to enter a date. |  |  |  |
| **PAYMENT TERMS** | 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 |
| 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 |
| ADDITIONAL INFORMATION |  | SUBTOTAL | $0.00 |
| Click or tap here to enter text. |  | TAX RATE | $0.00 |
|  | TAX | 0% |
|  |  |  | S&H | $0.00 |
| Please make check payable to YOUR COMPANY NAME. | OTHER | $0.00 |
| THANK YOU | TOTAL | **$0.00** |
|  |  |  |  |  |
| **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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