**Microsoft Word Printable Purchase Order Form Template**

PURCHASE ORDER FORM

|  |  |  |
| --- | --- | --- |
| NAME OF COMPANY |  | ORDER INFORMATION |
| **ADDRESS** |  |  | **PO NUMBER** |  |
| **ADDRESS** |  |  | **PO DATE** |  |
| **PHONE** |  |  | **VENDOR ID** |  |
| **EMAIL** |  |  | **SALESPERSON** |  |
|  |  |  |  |  |  |
| PURCHASED FROM |  | SHIP TO |   |
| **COMPANY** |  |  | **COMPANY** |  |
| **ADDRESS** |  |  | **ADDRESS** |  |
| **PHONE/EMAIL** |  |  | **PHONE/EMAIL** |  |
| **PERSON OF CONTACT** |  |  | **PERSON OF CONTACT** |  |
| SHIPPING INFORMATION |  | **COMPANY LOGO** |  |
| **DELIVERY DATE** |  |  |  |  |
| **SHIPPING METHOD** |  |  |  |  |
| **TERMS** |  |  |  |  |
| PAYMENT INFORMATION |  |  |  |
| **PAYMENT DUE DATE** |  |  |  |  |
| **PAYMENT TERMS** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM NO.**  | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
|  |  | 0 |  |  |
|  |  | 0 |  |  |
|  |  | 0 |  |  |
|  |  | 0 |  |  |
|  |  |   |  |  |
|  |  |   |  |  |
|  |  |   |  |  |
|  |  |   |  |  |
|  |  |   |  |  |
| ADDITIONAL INFORMATION |  | SUBTOTAL |  |
|   |  | TAX RATE |  |
|  | TAX |  |
|  |  |  | S&H |  |
| Please make check payable to YOUR COMPANY NAME. | OTHER |  |
| THANK YOU | TOTAL |  |
|  |  |  |  |  |
| **ORDER APPROVED BY** |  |
| **SIGNATURE** |  |
| **DATE** |  |
|  |  |  |  |  |
| For questions concerning this order, please contact Name, (XXX) XXX-XXXX, Email Address |
| www.yourwebaddress.com |

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