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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PURCHASE ORDER | | |  |  | |  | |  | | |  | |  |  | |
| Name of Company | | |  |  | |  | |  | | | DATE | |  |  |  |
| **ADDRESS** | Click or tap here to enter text. | |  | | **COMPANY LOGO** | | | | |  | | 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 |  |  |  |
| BILL TO: Client Name | | | SHIP TO: Name | | | | | |  | | | SALESPERSON |  |  |  |
| **ADDRESS** | Click or tap here to enter text. | | **ADDRESS** | | Click or tap here to enter text. | | | | |  | | Name |  |  |  |
| **ADDRESS** | Click or tap here to enter text. | | **ADDRESS** | | Click or tap here to enter text. | | | | |  | | TERMS |  |  |  |
| **PHONE** | Click or tap here to enter text. | | **PHONE** | | Click or tap here to enter text. | | | | |  | | Description |  |  |  |
| **EMAIL** | Click or tap here to enter text. | | **EMAIL** | | Click or tap here to enter text. | | | | |  | |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LINE NO.** | **ITEM NO.** | **SERVICE (ITEM) DESCRIPTION** | **START DATE** | **END DATE** | **SUPPLIER** | **SUPPLIER ITEM NO.** | **UOM** | **QTY** | | **RATE** | **TOTAL** |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit | 0 | | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit | 0 | | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit | 0 | | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit | 0 | | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit | 0 | | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit | 0 | | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit | 0 | | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit | 0 | | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit | 0 | | $0.00 | $0.00 |
|  | | | | | | | | |  | SUBTOTAL | $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** |
|  |  |  |  |  |  |  |  |  | |  |  |

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| **SERVICE TERM** | | | **DESCRIPTION** | | | | | | | | | | | | | |
| Terms | | | Description | | | | | | | | | | | | | |
| Terms | | | Description | | | | | | | | | | | | | |
| Terms |  | | Description |  | |  |  | |  |  |  |  | | | |  |
| Terms | | | Description | | | | | | | | | | | | | |
| **ACCEPTANCE CRITERIA** | | | **DESCRIPTION** | | | | | | | | | | | | | |
| Criteria | | | Description | | | | | | | | | | | | | |
| Criteria | | | Description | | | | | | | | | | | | | |
| Criteria | | | Description | | | | | | | | | | | | | |
| Criteria | | | Description | | | | | | | | | | | | | |
|  | |  |  | |  | | |  | | | | |  |  | | | |  | |  | |  | |  | |
| **SPECIAL INSTRUCTIONS** | | | Instructions | | | | | | | | | | | | | |
|  | |  |  | |  | | |  | | | | |  |  | | | |  | |  | |  | |  | |
| **APPROVED BY** | | Name | | | | | | | | | | |  | |  | | | |  | |  | |  | |  |
| **SIGNATURE** | |  | | | | | | | | | | |  | |  | | | |  | |  | |  | |  |
| **DATE** | | MM/DD/YY | | | | | | | | | | |  | |  | | | |  | |  | |  | |  |
| For questions concerning this order, please contact Name, (XXX) XXX-XXXX, Email Address | | | | | | | | | | | | | | | | |
| www.yourwebaddress.com | | | | | | | | | | | | | | | | |

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