**Microsoft Word Basic Purchase Order Template**

|  |  |
| --- | --- |
| **COMPANY LOGO** | PURCHASE ORDER |
| NAME OF COMPANY |  | DATE |
| **ADDRESS** |  |  | MM/DD/YY |
| **ADDRESS** |  |  | PURCHASE ORDER NO. |
| **PHONE** |  |  | 0 |
| **EMAIL** |  |  | CUSTOMER NO. |
|  |  |  |  | 0 |
| BILL TO |  | SALESPERSON |
| **ADDRESS** |  |  | Name |
| **ADDRESS** |  |  | CREDIT CARD NO. |
| **PHONE** |  |  | XXX-XXX-XXX-XXXX |
| **EMAIL** |  |  | CHECK/ MONEY ORDER NO. |
| SHIP TO |  | XXX-XXX-XXX-XXXX |
| **ADDRESS** |  |  |  |
| **ADDRESS** |  |  |  |
| **PHONE** |  |  |  |
| **EMAIL** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM NO.**  | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
|   |   | 0 |  |  |
|   |   | 0 |  |  |
|   |   | 0 |  |  |
|   |   | 0 |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
|   |   |   |  |  |
| Remarks / Instructions:  |  | SUBTOTAL |  |
|   |  | TAX RATE |  |
|  | TAX |  |
|  |  |  | S&H |  |
| Please make check payable to YOUR COMPANY NAME. | OTHER |  |
| THANK YOU | TOTAL |  **$ -**  |
|  |  |  |  |  |
| **SHIPPING METHOD** |  |
| **SHIPPING TERMS** |  |
| **SHIP VIA** |  |
| **DELIVERY DATE** |  |
| **ORDER APPROVED BY** |  |
| **SIGNATURE** |  |
| **DATE** |  |
| 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. |