**Microsoft Word Contract Purchase Order (CPO) 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. |  | ORDER NUMBER |  |
| **PHONE** | Click or tap here to enter text. |  | 0 |  |
| **EMAIL** | Click or tap here to enter text. |  | CUSTOMER ID |  |
|  |  |  | 0 |  |
| BILL TO: Client Name |  |  |  |
| **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. |  |  |  |
| SHIP TO: Name |  |
| **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. |  |  |  |
|  |  |  |  |  |
| **SHIP VIA** | Click or tap here to enter text. |  |  |  |
| **METHOD** | Click or tap here to enter text. |  |  |  |
| **TERMS** | Click or tap here to enter text. |  |  |  |
| **DELIVERY DATE** | MM/DD/YY |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM NO.** | **ITEM NAME** | **DESCRIPTION** | **QTY** | **RATE** | **TOTAL** |
| 000 | Name | Description | 0 | $0.00 | $0.00 |
| 123 | Name | Description | 0 | $0.00 | $0.00 |
| 000 | Name | Description | 0 | $0.00 | $0.00 |
| 123 | Name | Description | 0 | $0.00 | $0.00 |
| 000 | Name | Description |  0 | $0.00 | $0.00 |
| 123 | Name | Description |  0 | $0.00 | $0.00 |
| 000 | Name | Description |  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**  |
|  |  |  |  |  |  |
| **CONTRACT REFERENCE** | This purchase order is issued pursuant to the terms and conditions of Contract [Contract Number/Name/Identifier], dated [MM/DD/YY], between [Company Name] and [Supplier/Vendor Name]. All terms and conditions of the referenced contract are incorporated herein by reference.  |
|  |  |  |  |  |  |
| **BUYER NOTES** | Notes and Comments … |
|  |  |  |  |  |  |
| **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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