**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12105&utm_source=template-word&utm_medium=content&utm_campaign=Microsoft+Word+Contract+Purchase+Order+(CPO)-word-12105&lpa=Microsoft+Word+Contract+Purchase+Order+(CPO)+word+12105)Microsoft Word Contract Purchase Order (CPO) Template**

PURCHASE ORDER

**COMPANY LOGO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Company | |  | DATE |  |
| **ADDRESS** |  |  | MM/DD/YY |  |
| **ADDRESS** |  |  | ORDER NUMBER |  |
| **PHONE** |  |  | 0 |  |
| **EMAIL** |  |  | CUSTOMER ID |  |
|  |  |  | 0 |  |
| BILL TO: Client Name | |  |  |  |
| **ADDRESS** |  |  |  |  |
| **ADDRESS** |  |  |  |  |
| **PHONE** |  |  |  |  |
| **EMAIL** |  |  |  |  |
| SHIP TO: Name |  |
| **ADDRESS** |  |  |  |  |
| **ADDRESS** |  |  |  |  |
| **PHONE** |  |  |  |  |
| **EMAIL** |  |  |  |  |
|  |  |  |  |  |
| **SHIP VIA** |  |  |  |  |
| **METHOD** |  |  |  |  |
| **TERMS** |  |  |  |  |
| **DELIVERY DATE** | MM/DD/YY |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM NO.** | **ITEM NAME** | **DESCRIPTION** | **QTY** | **RATE** | | **TOTAL** | |
|  |  |  | 0 |  | |  | |
|  |  |  | 0 |  | |  | |
|  |  |  | 0 |  | |  | |
|  |  |  | 0 |  | |  | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
|  | | |  | SUBTOTAL | |  | |
|  | | |  | TAX RATE | | 0.000% | |
|  | TAX | |  | |
|  |  |  |  | S&H | |  | |
| Please make check payable to YOUR COMPANY NAME. | | | | | OTHER | |  | |
| 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 | | | | | | | | |

|  |
| --- |
| **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. |