**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=9181&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Purchase+Order+Form-word-9181)Basic Purchase Order Form 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 | | | | | |

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