**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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