**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=9181&utm_source=template-word-true-form&utm_medium=content&utm_campaign=Planned+Purchase+Order+(PPO)-word-true-form-9181)Microsoft Word   
Planned Purchase Order (PPO) 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. | | | |  | PURCHASE ORDER NO. | | |
| **PHONE** | Click or tap here to enter text. | | | |  | **0** | | |
| **EMAIL** | Click or tap here to enter text. | | | |  | CUSTOMER ID | | |
|  |  | | |  |  | **0** | | |
| VENDOR | | | | |  | TENTATIVE SHIPPING DATES | | |
| **ADDRESS** | Click or tap here to enter text. | | | |  | **MM/DD/YY** | | |
| **ADDRESS** | Click or tap here to enter text. | | | |  | **MM/DD/YY** | | |
| **PHONE** | Click or tap here to enter text. | | | |  | **MM/DD/YY** | | |
| **EMAIL** | Click or tap here to enter text. | | | |  | SHIP VIA | | |
| SHIP TO | | | | |  | **Shipping Company** | | |
| **ADDRESS** | Click or tap here to enter text. | | | |  | TERMS AND CONDITIONS | | |
| **ADDRESS** | Click or tap here to enter text. | | | |  | **Shipping and Payment Terms** | | |
| **PHONE** | Click or tap here to enter text. | | | |  |
| **EMAIL** | Click or tap here to enter text. | | | |  |
| **ITEM NO.** | | **DESCRIPTION** | **QTY** | | **UNIT PRICE** | | **TOTAL** | |
| 000 | | Description of Item | 0 | | $0.00 | | $0.00 | |
| 123 | | Description of Item | 0 | | $0.00 | | $0.00 | |
| 000 | | Description of Item | 0 | | $0.00 | | $0.00 | |
| 123 | | Description of Item | 0 | | $0.00 | | $0.00 | |
| 000 | | Description of Item | 0 | | $0.00 | | $0.00 | |
| 123 | | Description of Item | 0 | | $0.00 | | $0.00 | |
| 000 | | Description of Item | 0 | | $0.00 | | $0.00 | |
| 123 | | Description of Item | 0 | | $0.00 | | $0.00 | |
| 123 | | Description of Item | 0 | | $0.00 | | $0.00 | |
|  | |  |  | |  | |  | |
| REMARKS AND INSTRUCTIONS | | |  | | SUBTOTAL | | $0.00 | |
| Notes | | |  | | 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** | |
|  | |  |  | |  | |  | |
| **ORDER 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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