**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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