**[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=Printable+Purchase+Order+Form-word-true-form-9181)Microsoft Word Printable Purchase Order Form Template**

PURCHASE ORDER FORM

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME OF COMPANY | | |  | ORDER INFORMATION | | | |
| **ADDRESS** | Click or tap here to enter text. | |  | | **PO NUMBER** | | Click or tap here to enter text. | |
| **ADDRESS** | Click or tap here to enter text. | |  | | **PO DATE** | | Click or tap to enter a date. | |
| **PHONE** | Click or tap here to enter text. | |  | | **VENDOR ID** | | Click or tap here to enter text. | |
| **EMAIL** | Click or tap here to enter text. | |  | | **SALESPERSON** | | Click or tap here to enter text. | |
|  |  |  |  | |  | |  | |
| PURCHASED FROM | | |  | SHIP TO | |  | |
| **COMPANY** | Click or tap here to enter text. | |  | | **COMPANY** | | Click or tap here to enter text. | |
| **ADDRESS** | Click or tap here to enter text. | |  | | **ADDRESS** | | Click or tap here to enter text. | |
| **PHONE/EMAIL** | Click or tap here to enter text. | |  | | **PHONE/EMAIL** | | Click or tap here to enter text. | |
| **PERSON OF CONTACT** | Click or tap here to enter text. | |  | | **PERSON OF CONTACT** | | Click or tap here to enter text. | |
| SHIPPING INFORMATION | | |  | **COMPANY LOGO** | |  | |
| **DELIVERY DATE** | Click or tap to enter a date. | |  | |  | |  | |
| **SHIPPING METHOD** | Click or tap here to enter text. | |  | |  | |  | |
| **TERMS** | Click or tap here to enter text. | |  | |  | |  | |
| PAYMENT INFORMATION | | |  |  | |  | |
| **PAYMENT DUE DATE** | Click or tap to enter a date. | |  | |  | |  | |
| **PAYMENT TERMS** | Click or tap here to enter text. | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM NO.** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
| 123 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 123 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 123 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 123 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 123 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 123 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 123 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 123 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| 123 | Click or tap here to enter text. | 0 | $0.00 | $0.00 |
| ADDITIONAL INFORMATION | |  | SUBTOTAL | $0.00 |
| Click or tap here to enter text. | |  | TAX RATE | $0.00 |
|  | TAX | 0% |
|  |  |  | S&H | $0.00 |
| Please make check payable to YOUR COMPANY NAME. | | | OTHER | $0.00 |
| THANK YOU | | | TOTAL | **$0.00** |
|  |  |  |  |  |
| **ORDER APPROVED BY** | Click or tap here to enter text. | | | |
| **SIGNATURE** | Click or tap here to enter text. | | | |
| **DATE** | Click or tap to enter a date. | | | |
|  |  |  |  |  |
| For questions concerning this order, please contact Name, (XXX) XXX-XXXX, Email Address | | | | |
| www.yourwebaddress.com | | | | |

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