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

DATE: MM/DD/YY

Contact Name

Address Line1

Address Line 2

City, State/Province

ZIP

Phone Number

Email

PURCHASE ORDER LETTER

Dear ( Name of Contact ),

This is an order for the following items:

|  |  |  |  |
| --- | --- | --- | --- |
| QUANTITY | DESCRIPTION | UNIT PRICE | TOTAL |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Payment terms shall be set at X% / Net XX and the shipping method preferred is:

(Shipping Company Name, Method of Shipment).

Please ship as soon as possible. Questions, issues, or updates related to this order can be directed to:

* Name
* Phone
* Email

Thank you for managing this order.

Sincerely

Your Name

Address Line1

Address Line 2

City, State/Province

ZIP

Phone Number

Email

**COMPANY NAME**

ADDRESS | PHONE | EMAIL | WEBSITE

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |