**[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=Basic+Purchase+Order+Form-word-true-form-9181)Basic Purchase Order Form Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | 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 NO. |
|  |  |  |  | 0 |
| BILL TO | | |  | SALESPERSON |
| **ADDRESS** | Click or tap here to enter text. | |  | Name |
| **ADDRESS** | Click or tap here to enter text. | |  | CREDIT CARD NO. |
| **PHONE** | Click or tap here to enter text. | |  | XXX-XXX-XXX-XXXX |
| **EMAIL** | Click or tap here to enter text. | |  | CHECK/ MONEY ORDER NO. |
| SHIP TO | | |  | XXX-XXX-XXX-XXXX |
| **ADDRESS** | Click or tap here to enter text. | |  |  |
| **ADDRESS** | Click or tap here to enter text. | |  |  |
| **PHONE** | Click or tap here to enter text. | |  |  |
| **EMAIL** | Click or tap here to enter text. | |  |  |

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

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