**Construction Purchase Order Template**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | Click or tap here to enter text. |  |  |
| PO NUMBER | Click or tap here to enter text. |  |
| CUSTOMER NO. | Click or tap here to enter text. |  |
| SALESPERSON | Click or tap here to enter text. |  |
| CREDIT CARD NO. | Click or tap here to enter text. |  |
| CHECK NO. | Click or tap here to enter text. |  |
|  |  |  |  |  |  |  |
| **PURCHASE ORDER TO:** | **BILL TO:** | **SHIP TO:** IF DIFFERENT THAN BILLING |
| COMPANY NAME | CLIENT NAME | CLIENT NAME |
| ADDRESS LINE ONE | ADDRESS LINE ONE | ADDRESS LINE ONE |
| ADDRESS LINE TWO | ADDRESS LINE TWO | ADDRESS LINE TWO |
| CONTACT PERSON | CONTACT PERSON | CONTACT PERSON |
| PHONE | PHONE | PHONE |
| EMAIL | EMAIL | EMAIL |
|  |  |  |  |  |  |  |

|  |
| --- |
| LABOR |
| NO. | DESCRIPTION | HOURS | RATE | TOTAL |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
|  |  | LABOR SUBTOTAL | $0.00 |

|  |
| --- |
| MATERIALS |
| NO. | DESCRIPTION | QUANTITY | PRICE | TOTAL |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
| 0 | Description | **0** | $0.00 | $0.00 |
|  |  | MATERIALS SUBTOTAL | $0.00 |
|  |  | TAXES | $0.00 |
|  |  | OTHER | $0.00 |
|  |  | OTHER | $0.00 |
|  |  | TOTAL LABOR & MATERIALS | $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. |
| ACCEPTED BY | Click or tap here to enter text. | APPROVED BY | Click or tap here to enter text. |
| DATE | Click or tap here to enter text. | MAKE CHECKS PAYABLE TO | Click or tap here to enter text. |
| FOR QUESTIONS CONCERNING THIS ORDER, PLEASE CONTACT |
| NAME | PHONE | EMAIL |

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| --- |
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