**[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=Construction+Purchase+Order-word-true-form-9181)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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