**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12105&utm_source=template-word&utm_medium=content&utm_campaign=Microsoft+Word+Printable+Purchase+Order+Form-word-12105&lpa=Microsoft+Word+Printable+Purchase+Order+Form+word+12105)Microsoft Word Printable Purchase Order Form Template**

PURCHASE ORDER FORM

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME OF COMPANY | | |  | ORDER INFORMATION | | | |
| **ADDRESS** |  | |  | | **PO NUMBER** | |  | |
| **ADDRESS** |  | |  | | **PO DATE** | |  | |
| **PHONE** |  | |  | | **VENDOR ID** | |  | |
| **EMAIL** |  | |  | | **SALESPERSON** | |  | |
|  |  |  |  | |  | |  | |
| PURCHASED FROM | | |  | SHIP TO | |  | |
| **COMPANY** |  | |  | | **COMPANY** | |  | |
| **ADDRESS** |  | |  | | **ADDRESS** | |  | |
| **PHONE/EMAIL** |  | |  | | **PHONE/EMAIL** | |  | |
| **PERSON OF CONTACT** |  | |  | | **PERSON OF CONTACT** | |  | |
| SHIPPING INFORMATION | | |  | **COMPANY LOGO** | |  | |
| **DELIVERY DATE** |  | |  | |  | |  | |
| **SHIPPING METHOD** |  | |  | |  | |  | |
| **TERMS** |  | |  | |  | |  | |
| PAYMENT INFORMATION | | |  |  | |  | |
| **PAYMENT DUE DATE** |  | |  | |  | |  | |
| **PAYMENT TERMS** |  | | | | | | | | |

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

|  |
| --- |
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