

# BLANK PURCHASE ORDER FORM



## PURCHASE ORDER

CUSTOMER \_\_\_\_\_

DATE \_\_\_\_\_

P.O. NO. \_\_\_\_\_

CUSTOMER NO. \_\_\_\_\_

SHIP TO \_\_\_\_\_

SALESPERSON \_\_\_\_\_

ORDER NO. \_\_\_\_\_

SHIP WEEK OF \_\_\_\_\_

DELIVERY VIA \_\_\_\_\_

TERMS \_\_\_\_\_

ROUTING \_\_\_\_\_

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
			TOTAL	

SPECIAL INSTRUCTIONS \_\_\_\_\_

APPROVING PARTY \_\_\_\_\_ APPROVING PARTY SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PURCHASING PARTY \_\_\_\_\_ PURCHASING PARTY SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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