

**Purchase Order Template**

[Company Name] \_\_\_\_\_

**PURCHASE ORDER**

[Street Address] \_\_\_\_\_

DATE \_\_\_\_\_

[City, ST, ZIP] \_\_\_\_\_

P.O. # \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Website: \_\_\_\_\_

**VENDOR**

**SHIP TO**

[Company Name] \_\_\_\_\_

[Name] \_\_\_\_\_

[Contact or Department] \_\_\_\_\_

[Company Name] \_\_\_\_\_

[Street Address] \_\_\_\_\_

[Street Address] \_\_\_\_\_

[City, ST, ZIP] \_\_\_\_\_

[City, ST, ZIP] \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_-\_\_\_\_

SHIP VIA	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL

NOTES/INSTRUCTIONS:

**SUBTOTAL:**  
**TAX:**  
**SHIPPING:**  
**OTHER:**  
**TOTAL: \$**

For any enquiries regarding this purchase order, please contact  
\_\_\_\_\_ [Name], Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_, \_\_\_\_\_ [Email Address]