

Purchase Order Template

A purchase order, or PO, details items a buyer agrees to purchase from a supplier at a certain price point. A PO details the contract of the sale, while an invoice, generated after the order is complete, confirms the sale. You will want to include your company, billing and shipping information, as well as the items you wish to purchase. Be sure to note the purchase order number and date.

PURCHASE ORDER

COMPANY NAME

Street Address _____

City, State, Zip _____

Phone _____

PO #	DATE

BILL TO

Name _____

Company Name _____

Street Address _____

City, State, Zip _____

Phone _____

Email Address _____

SHIPPING METHOD	SHIPPING TERMS	SHIP VIA	PAYMENT	DELIVERY DATE

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

SUBTOTAL _____
 TAX _____
 SHIPPING _____
 OTHER _____
 TOTAL _____