

# Basic Purchase Order Form PDF Template

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COMPANY LOGO

## PURCHASE ORDER

### NAME OF COMPANY

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

### BILL TO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

### SHIP TO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

DATE

PURCHASE ORDER NO.

CUSTOMER NO.

SALESPERSON

CREDIT CARD NO.

CHECK/ MONEY ORDER NO.

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL

Remarks / Instructions:

	SUBTOTAL	
	TAX RATE	
	TAX	
	S&H	
	OTHER	
	TOTAL	

Please make check payable to:

THANK YOU

<b>SHIPPING METHOD</b>	
<b>SHIPPING TERMS</b>	
<b>SHIP VIA</b>	
<b>DELIVERY DATE</b>	
<b>ORDER APPROVED BY</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

For questions concerning this order, please contact:

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