

Basic Purchase Order Form Template

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COMPANY LOGO

PURCHASE ORDER

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

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	

SHIPPING METHOD	
SHIPPING TERMS	
SHIP VIA	
DELIVERY DATE	
ORDER APPROVED BY	
SIGNATURE	
DATE	

For questions concerning this order, please contact



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