

## 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, Postcode, Country \_\_\_\_\_

Phone \_\_\_\_\_

PO #	DATE

#### BILL TO

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, Postcode, Country \_\_\_\_\_

Phone \_\_\_\_\_

Email Address \_\_\_\_\_

SHIPPING METHOD	SHIPPING TERMS	SHIP VIA	PAYMENT	DELIVERY DATE

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
				£
				£
				£
				£
				£
				£
				£
				£
				£

SUBTOTAL \_\_\_\_\_

TAX \_\_\_\_\_

SHIPPING \_\_\_\_\_

OTHER \_\_\_\_\_

TOTAL \_\_\_\_\_