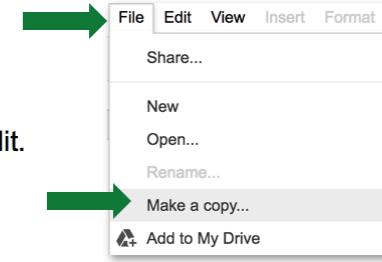


How to use this template:

This is a view-only file and cannot be edited.

Create your own copy of this template to edit.

In the menu, click **File > Make a copy...**



Google Docs Basic Purchase Order Template



Template begins on Page 2.

COMPANY LOGO

NAME OF COMPANY

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

BILL TO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

SHIP TO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

PURCHASE ORDER

DATE
MM/DD/YY
PURCHASE ORDER NO.
0
CUSTOMER NO.
0
SALESPERSON
Name
CREDIT CARD NO.
XXX-XXX-XXX-XXXX
CHECK/ MONEY ORDER NO.
XXX-XXX-XXX-XXXX

COMPANY LOGO

NAME OF COMPANY

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

BILL TO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

SHIP TO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

PURCHASE ORDER

DATE

MM/DD/YY

PURCHASE ORDER NO.

0

CUSTOMER NO.

0

SALESPERSON

Name

CREDIT CARD NO.

XXX-XXX-XXX-XXXX

CHECK/ MONEY ORDER NO.

XXX-XXX-XXX-XXXX

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
		0		
		0		
		0		
		0		

Remarks / Instructions:

SUBTOTAL	
TAX RATE	
TAX	
S&H	
OTHER	
TOTAL	\$ -

Please make check payable to YOUR COMPANY NAME.
THANK YOU

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

For questions concerning this order, please contact Name, (XXX) XXX-XXXX, Email Address

www.yourwebaddress.com



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