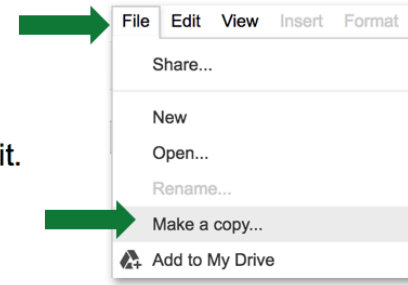


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In the menu, click **File > Make a copy...**



Google Docs Planned Purchase Order (PPO) Template



Template begins on Page 2.

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
000	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00
000	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00
000	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00
000	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00

REMARKS AND INSTRUCTIONS

Notes

Please make check payable to YOUR COMPANY NAME.

THANK YOU

SUBTOTAL	\$0.00
TAX RATE	0.000%
TAX	\$0.00
S&H	\$0.00
OTHER	\$0.00
TOTAL	\$0.00

COMPANY LOGO

PURCHASE ORDER

NAME OF COMPANY

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

VENDOR

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

SHIP TO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

DATE

MM/DD/YY

PURCHASE ORDER NO.

0

CUSTOMER ID

0

TENTATIVE SHIPPING DATES

MM/DD/YY

MM/DD/YY

MM/DD/YY

SHIP VIA

Shipping Company

TERMS AND CONDITIONS

Shipping and Payment Terms

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
000	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00
000	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00
000	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00
000	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00
123	Description of Item	0	\$0.00	\$0.00

REMARKS AND INSTRUCTIONS

Notes

SUBTOTAL	\$0.00
TAX RATE	0.000%
TAX	\$0.00
S&H	\$0.00
OTHER	\$0.00
TOTAL	\$0.00

Please make check payable to YOUR COMPANY NAME.

THANK YOU

ORDER APPROVED BY	Name
SIGNATURE	
DATE	MM/DD/YY

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

www.yourwebaddress.com

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