

YOUR COMPANY NAME

Purchase order

Replace this with your own terms: PO number format, approval limits, payment terms (e.g. Net 30) and where invoices should be sent. Reference this PO number on the invoice and packing slip.

YOUR DETAILS

Your name *

Email *

Phone *

YOUR ORDER

Item	Unit price	Qty	Line total
Line item 1 - description, part or SKU Rename each line and set the agreed unit price.	\$0.00		
Line item 2 - description, part or SKU	\$0.00		
Line item 3 - description, part or SKU	\$0.00		
Line item 4 - description, part or SKU	\$0.00		
Freight / shipping Enter the agreed freight charge, or delete this line if shipping is included.	\$0.00		
ORDER TOTAL			

ORDER DETAILS

PO number * e.g. PO-2026-0412

Vendor / supplier name * Who the order is being placed with

Ship-to address * Receiving location, floor/dock, city, postcode

Required delivery date * DD / MM / YYYY

Payment terms *

☐ Due on receipt ☐ Net 15 ☐ Net 30 ☐ Net 60 ☐ Prepaid

Requested by / department Name and department for approval routing

Notes to the vendor Delivery window, part substitutions, packing or labelling requirements...
