

# Basic Purchase Order Form with Price List Template

Try  **smartsheet** for free

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	

<b>SHIPPING METHOD</b>	
<b>SHIPPING TERMS</b>	
<b>SHIP VIA</b>	
<b>DELIVERY DATE</b>	
<b>ORDER APPROVED BY</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

For questions concerning this order, please contact





## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.