

Construction Purchase Order Template

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DATE	
PO NUMBER	
CUSTOMER NO.	
SALESPERSON	
CREDIT CARD NO.	
CHECK NO.	

COMPANY LOGO

PURCHASE ORDER TO:	BILL TO:	SHIP TO: IF DIFFERENT THAN BILLING

LABOR

NO.	DESCRIPTION	HOURS	RATE	TOTAL
		LABOR SUBTOTAL		

MATERIALS

NO.	DESCRIPTION	QUANTITY	PRICE	TOTAL
MATERIALS SUBTOTAL				
TAXES				
OTHER				
OTHER				
TOTAL LABOR & MATERIALS				

SHIPPING METHOD			
SHIPPING TERMS			
SHIP VIA		DELIVERY DATE	
ACCEPTED BY		APPROVED BY	
DATE		MAKE CHECKS PAYABLE TO	
FOR QUESTIONS CONCERNING THIS ORDER, PLEASE CONTACT			

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