

Planned Purchase Order (PPO) PDF Template

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COMPANY LOGO

PURCHASE ORDER

NAME OF COMPANY

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

DATE

PURCHASE ORDER NO.

CUSTOMER ID

VENDOR

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

TENTATIVE SHIPPING DATES

SHIP VIA

SHIP TO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

TERMS AND CONDITIONS

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL

REMARKS AND INSTRUCTIONS

Please make check payable to:

THANK YOU

SUBTOTAL	
TAX RATE	
TAX	
S&H	
OTHER	
TOTAL	

ORDER APPROVED BY	
SIGNATURE	
DATE	

For questions concerning this order, please contact

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