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# Purchase Order Template

## What is Purchase Order Template?

A Purchase Order (PO) template is a standardized document used by businesses to formalize the process of buying goods or services from suppliers, vendors, or contractors. It provides a clear outline of what needs to be purchased, at what price, and with which payment terms.

A typical PO template includes the following essential elements:

- 1. Header Information:**
  - Purchase Order Number (unique identifier)
  - Date
  - Supplier/Vendor Name and Address
  - Company Name and Contact Person
- 2. Product/Service Details:**
  - Description of the product or service being purchased
  - Quantity and Unit Price
  - Total Cost (quantity x unit price)
- 3. Delivery Information:**
  - Delivery Date or Timeframe
  - Shipping Address (if different from supplier's address)
- 4. Payment Terms:**
  - Payment Method (e.g., cash, credit card, bank transfer)
  - Payment Due Date
  - Any applicable discounts or penalties for late payments
- 5. Additional Information:**
  - Purchase Order Purpose or Description of the order
  - Special Instructions or Notes for the supplier
  - Warranty or return policy information

The PO template serves several purposes:

- 1. Clear Communication:** It ensures that both parties understand the terms and conditions of the purchase.
- 2. Error Prevention:** By outlining all details, it reduces the risk of errors or misunderstandings during the purchasing process.
- 3. Record-Keeping:** A standardized template makes it easier to maintain accurate records and track orders throughout the organization.
- 4. Supplier Management:** It helps manage relationships with suppliers by providing a clear understanding of expectations and requirements.

Having a well-designed PO template can streamline your procurement process, improve communication with suppliers, and help you make informed purchasing decisions.

[purchase](#), [order](#), [management](#), [supplier](#), [vendor](#), [procurement](#), [payment](#), [terms](#), [delivery](#), [information](#), [product](#), [service](#), [details](#)

# Purchase Order

## Purchase Order Number:

- **PO Number:** [Enter PO Number]

## Date:

- **Date:** [Enter Date]

## Vendor Information

- **Company Name:** [Enter Vendor's Company Name]
- **Address:** [Enter Vendor's Address]
- **Phone:** [Enter Vendor's Phone Number]
- **Email:** [Enter Vendor's Email Address]

## Buyer Information

- **Company Name:** [Enter Buyer's Company Name]
- **Address:** [Enter Buyer's Address]
- **Phone:** [Enter Buyer's Phone Number]
- **Email:** [Enter Buyer's Email Address]

## Order Details

0001 [Item Description]	10	\$100.00	\$1,000.00
0002 [Item Description]	20	\$50.00	\$1,000.00

## Subtotal

- **Subtotal:** \$[Enter Subtotal]

## Taxes and Additional Fees

- **Sales Tax (X%):** \$[Enter Amount]
- **Shipping & Handling:** \$[Enter Amount]

## Total

- **Total Amount:** \$[Enter Total Amount]

## Special Instructions

- **Instructions:** [Enter any special instructions or terms]

# Authorization

- **Authorized by:** [Enter Authorizer's Name]
- **Signature:** [Enter Signature if applicable]
- **Date:** [Enter Authorization Date]



Export as PDF

## Related:

- [Project management](#)

## External links:

- <https://templatelab.com/purchase-order-templates> —*templatelab.com*
- [Purchase Order Template](#) —*vertex42.com*
- [Purchase Order Template for Excel \(Free Download\) - ProjectManager](#) —*projectmanager.com*
  - Download our purchase order template to streamline the procurement process and create a paper trail between you and your vendor.

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