

PURCHASE ORDER

FILLABLE, AUTO-CALCULATING - AUTHORIZATION TO PURCHASE

YOUR BUSINESS

PO #

ORDER DATE

NEEDED BY

PAYMENT TERMS

VENDOR / SUPPLIER

SHIP TO

REQUESTED BY

APPROVED BY

SHIP VIA / FOB

ITEM / SKU	DESCRIPTION	QTY	UNIT PRICE	AMOUNT

NOTES

DELIVERY INSTRUCTIONS

AUTHORIZED BY / DATE

SUBTOTAL

TAX RATE %

TAX

SHIPPING / FREIGHT

PO TOTAL

Pro tip: a PO number on every order is what lets your bookkeeper three-way-match invoice, order, and delivery - and catch overbilling.

Template by Invoice My Clients- send branded invoices with online payments, reminders, and autopay at invoicemyclients.com