ABC Company

Demo

PURCHASE ORDER

DATE	3/25/2021
P.O. #	[123456]

[Stress Address]

[City, ST ZIP]

Phone: [000-000-0000]

Fax: [000-000-0000]

VENDOR	SHIP TO
[Name]	[Attn: Name]
[Company Name]	[Company Name]
[Stress Address]	[Stress Address]
[City, ST ZIP]	[City, ST ZIP]
[Phone]	[Phone]

REQUISITIONER	SHIP VIA	F.O.B.	SHIPPING TERMS

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
GC1060	GenWatt Diesel 1000kW	1	100,000.00	100,000.00
GC1020	GenWatt Diesel 10kW	2	5,000.00	10,000.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00

SUBTOTAL	$110,000.00
TAX RATE	6.875%
TAX	$7,562.50
S & H	$0.00
OTHER	$0.00
TOTAL	**$117,562.50**

Other Comments or Special Instructions

_____

Authorized by   Date

If you have any questions about this purchase order, please contact

[Name, Phone #, E-mail, Phone, Fax]

Help

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Getting Started

Customize the purchase order with your company name, address, and other contact information. Then, save a backup of the purchase order to use as a template for future orders. Create a folder in Google Drive called Orders, and a subfolder called Templates, and keep your purchase order templates in that sub-folder.

Update the vendor information and save a backup of the purchase order to use as a template for future orders to that specific vendor. You may want to name the file something like "PO - Vendor Name"

Tracking Purchase Orders

Store a copy of each PO you create in your Orders folder. For convenience, rename each file something like "PO 020 - Vendor Name" where 020 is the purchase order number.

Use a Purchase Order Tracking spreadsheet to maintain the list and status of all the purchase orders you create.

Export (Download) the Purchase Order as a PDF

1) Select the PurchaseOrder worksheet tab

2) Hide any columns you don't want to appear in the PDF

3) Go to File > Download As... > PDF document

4) Set the Page Orientation to "Portrait" and Scale to "Fit to Page"

Additional Help

The link at the top of this worksheet will take you to the web page on vertex42.com that talks about this template.

Related Templates

► Purchase Order Tracker

► Invoice Templates

► Business Templates

Purchase Order Template