

# 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

[Name]

[Company Name]

[Stress Address]

[City, ST ZIP]

[Phone]

## SHIP TO

[Attn: Name]

[Company Name]

[Stress Address]

[City, ST ZIP]

[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

Other Comments or Special Instructions

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

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Authorized by

Date

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

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

## 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 subfolder.

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](https://www.vertex42.com) that talks about this template.

## Related Templates

- ▶ [Purchase Order Tracker](#)
- ▶ [Invoice Templates](#)
- ▶ [Business Templates](#)

# Purchase Order Template



By Vertex42.com

<https://www.vertex42.com/ExcelTemplates/excel-purchase-order.html>

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Do not delete this worksheet.