

Blanket Purchase Order (BPO) PDF Template

Try  **smartsheet** for free

COMPANY LOGO

PURCHASE ORDER

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

DATE

PURCHASE ORDER NO.

CUSTOMER ID

DELIVERY DATE

SHIP VIA

TERMS AND CONDITIONS

VENDOR

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

SHIP TO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

ITEM NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL

REMARKS AND INSTRUCTIONS

SUBTOTAL	
DISCOUNT	
QUANTITY DISCOUNT	
SUBTOTAL LESS DISCOUNT	
TAX RATE	
TAX	
S&H	
OTHER	
TOTAL	

Please make check payable to:

THANK YOU

ORDER APPROVED BY	
SIGNATURE	
DATE	

For questions concerning this order, please contact:

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.