

Service Purchase Order PDF Template



PURCHASE ORDER

ADDRESS	
ADDRESS	
PHONE	
EMAIL	



DATE

PURCHASE ORDER NO.

CUSTOMER ID

BILL TO:

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

SHIP TO:

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

SALESPERSON

TERMS

LINE NO.	ITEM NO.	SERVICE (ITEM) DESCRIPTION	START DATE	END DATE	SUPPLIER	SUPPLIER ITEM NO.	UOM	QTY	RATE	TOTAL

SUBTOTAL	
TAX RATE	
TAX	
S&H	
OTHER	
TOTAL	

Please make check payable to:

THANK YOU

SERVICE TERM	DESCRIPTION
ACCEPTANCE CRITERIA	DESCRIPTION

SPECIAL INSTRUCTIONS	
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APPROVED BY	
SIGNATURE	
DATE	

For questions concerning this order, please contact:

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