**Microsoft Word Service Purchase Order Template**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| PURCHASE ORDER |  |  |  |  |  |  |  |
| Name of Company |  |  |  |  | DATE |  |  |  |
| **ADDRESS** | Click or tap here to enter text. |  | **COMPANY LOGO** |  | MM/DD/YY |  |  |  |
| **ADDRESS** | Click or tap here to enter text. |  |  | PURCHASE ORDER NO. |  |  |  |
| **PHONE** | Click or tap here to enter text. |  |  | 0 |  |  |  |
| **EMAIL** | Click or tap here to enter text. |  |  | CUSTOMER ID |  |  |  |
|  |  |  |  |  |  |  | 0 |  |  |  |
| BILL TO: Client Name | SHIP TO: Name |  | SALESPERSON |  |  |  |
| **ADDRESS** | Click or tap here to enter text. | **ADDRESS** | Click or tap here to enter text. |  | Name |  |  |  |
| **ADDRESS** | Click or tap here to enter text. | **ADDRESS** | Click or tap here to enter text. |  | TERMS |  |  |  |
| **PHONE** | Click or tap here to enter text. | **PHONE** | Click or tap here to enter text. |  | Description |  |  |  |
| **EMAIL** | Click or tap here to enter text. | **EMAIL** | Click or tap here to enter text. |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LINE NO.** | **ITEM NO.** | **SERVICE (ITEM) DESCRIPTION** | **START DATE** | **END DATE** | **SUPPLIER** | **SUPPLIER ITEM NO.** | **UOM** | **QTY** | **RATE** | **TOTAL** |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit  | 0 | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit  | 0 | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit  | 0 | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit  | 0 | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit  | 0  | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit  | 0  | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit  | 0  | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit  | 0 | $0.00 | $0.00 |
| 0 | 0 | Description | MM/DD/YY | MM/DD/YY | Name | 0 | Unit  | 0 | $0.00 | $0.00 |
|   |  | SUBTOTAL | $0.00 |
|  |  | TAX RATE | 0.000% |
|  | TAX | $0.00 |
|  |  |  |  |  |  |  |  |  | S&H | $0.00 |
| Please make check payable to YOUR COMPANY NAME. | OTHER | $0.00 |
| THANK YOU | TOTAL |  **$0.00** |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **SERVICE TERM** | **DESCRIPTION** |
| Terms | Description |
| Terms | Description |
| Terms |  | Description |   |   |   |   |   |   |   |   |
| Terms | Description |
| **ACCEPTANCE CRITERIA** | **DESCRIPTION** |
| Criteria | Description |
| Criteria | Description |
| Criteria | Description |
| Criteria | Description |
|  |  |  |  |  |  |  |  |  |  |  |
| **SPECIAL INSTRUCTIONS** | Instructions |
|  |  |  |  |  |  |  |  |  |  |  |
| **APPROVED BY** | Name |  |  |  |  |  |  |
| **SIGNATURE** |   |  |  |  |  |  |  |
| **DATE** | MM/DD/YY |  |  |  |  |  |  |
| For questions concerning this order, please contact Name, (XXX) XXX-XXXX, Email Address |
| www.yourwebaddress.com |

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