

Purchase Order Letter PDF Template

Try  smartsheet for free

DATE:

Contact Name:
Address:
Address:
City, State/Province, ZIP:

PURCHASE ORDER LETTER

Dear

This is an order for the following items:

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL

Payment terms shall be set at % / Net and the shipping method preferred is:

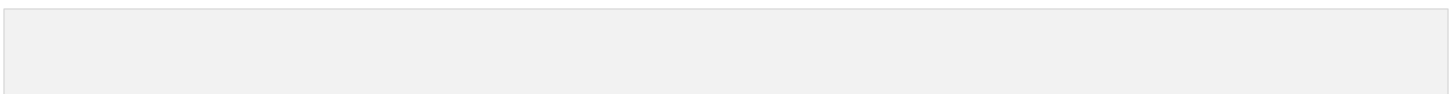
Please ship as soon as possible. Questions, issues, or updates related to this order can be directed to:

- Name:
- Phone:
- Email:

Thank you for managing this order.

Sincerely

Name:
Address:
Address:
City, State/Province, ZIP:
Phone, Email



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.