|  |  |
| --- | --- |
| Purchase Order TemplateA blank template can be found on page two. |  |

### Follow these steps to get started

1. Update the organization information by replacing the placeholder text with your organization's name, address, phone number, and email address.
2. Add your logo by clicking on “Your Logo.” Then go to **Insert > Picture** and select the file you want to upload. The new image will automatically replace the placeholder.
3. Adjust the fields and options on the form as needed.
4. Remove this instruction page and distribute a copy to your colleagues to fill out and submit.

|  |  |
| --- | --- |
|  | Centralize your work order process with innovative, easy-to-use software. [**Discover a smarter workflow with FMX**](https://www.gofmx.com/docs/purchase-order-template/cta) |

|  |  |
| --- | --- |
| Organization Name Street address  City, State 11101  (123) 456-7890  Email address |  |

## **Purchase Order**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Order information** | | | | | |
| Requested by |  | P.O. # |  | Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vendor** |  |  | **Ship to** |  |
| Company name |  |  | Company name |  |
| Contact |  |  | Contact |  |
| Email |  |  | Email |  |
| Phone # |  |  | Phone # |  |
| Fax # |  |  | Fax # |  |
| Address |  |  | Address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item # | Item or service description | Quantity | Price per unit | Amount |
|  |  |  |  |  |
|  |  |  | Subtotal |  |
| Notes | | | Tax |  |
|  | | | Shipping |  |
| Other |  |
| Total |  |

|  |  |  |
| --- | --- | --- |
| **Supervisor approval** | | |
| Name | Signature | Date |
|  |  |  |