**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=9181&utm_source=template-word-true-form&utm_medium=content&utm_campaign=Blanket+Purchase+Order+(BPO)-word-true-form-9181)Microsoft Word Blanket Purchase Order   
(BPO) Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **COMPANY LOGO** | | | | PURCHASE ORDER | | |
| NAME OF COMPANY | | | |  | DATE |
| **ADDRESS** | Click or tap here to enter text. | | |  | **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** |
| VENDOR | | | |  | DELIVERY DATE |
| **ADDRESS** | Click or tap here to enter text. | | |  | **MM/DD/YY** |
| **ADDRESS** | Click or tap here to enter text. | | |  | SHIP VIA |
| **PHONE** | Click or tap here to enter text. | | |  | **Shipping Company** |
| **EMAIL** | Click or tap here to enter text. | | |  | TERMS AND CONDITIONS |
| SHIP TO | | | |  | **Shipping and Payment Terms** |
| **ADDRESS** | Click or tap here to enter text. | | |  |
| **ADDRESS** | Click or tap here to enter text. | | |  |
| **PHONE** | Click or tap here to enter text. | | |  |
| **EMAIL** | Click or tap here to enter text. | | |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
|  |  |  |  |  |
| **ITEM NO.** | **DESCRIPTION** | **QTY** | **UNIT PRICE** | **TOTAL** |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
| 0 | Description | 0 | $0.00 | $0.00 |
|  |  |  |  |  |
| REMARKS AND INSTRUCTIONS | |  | SUBTOTAL | $0.00 |
| Notes | |  | DISCOUNT | 0.000% |
|  | QUANTITY DISCOUNT | 0.000% |
|  |  |  | SUBTOTAL LESS DISCOUNT | $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** | |
|  |  |  |  |  |
| **ORDER 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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