**[A blue and white sign

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

PURCHASE ORDER

**COMPANY LOGO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Company | |  | DATE |  |
| **ADDRESS** |  |  | MM/DD/YY |  |
| **ADDRESS** |  |  | ORDER NUMBER |  |
| **PHONE** |  |  | 0 |  |
| **EMAIL** |  |  | CUSTOMER ID |  |
|  |  |  | 0 |  |
| BILL TO: Client Name | |  |  |  |
| **ADDRESS** |  |  |  |  |
| **ADDRESS** |  |  |  |  |
| **PHONE** |  |  |  |  |
| **EMAIL** |  |  |  |  |
| SHIP TO: Name |  |
| **ADDRESS** |  |  |  |  |
| **ADDRESS** |  |  |  |  |
| **PHONE** |  |  |  |  |
| **EMAIL** |  |  |  |  |
|  |  |  |  |  |
| **SHIP VIA** |  |  |  |  |
| **METHOD** |  |  |  |  |
| **TERMS** |  |  |  |  |
| **DELIVERY DATE** | MM/DD/YY |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ITEM NO.** | **ITEM NAME** | **DESCRIPTION** | **QTY** | **RATE** | | **TOTAL** | |
|  |  |  | 0 |  | |  | |
|  |  |  | 0 |  | |  | |
|  |  |  | 0 |  | |  | |
|  |  |  | 0 |  | |  | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
|  |  |  |  |  | |  | |
|  | | |  | SUBTOTAL | |  | |
|  | | |  | TAX RATE | | 0.000% | |
|  | TAX | |  | |
|  |  |  |  | S&H | |  | |
| Please make check payable to YOUR COMPANY NAME. | | | | | OTHER | |  | |
| THANK YOU | | | | | TOTAL | | **$0.00** | |
|  |  |  |  |  | |  | |
| **CONTRACT REFERENCE** | This purchase order is issued pursuant to the terms and conditions of Contract [Contract Number/Name/Identifier], dated [MM/DD/YY], between [Company Name] and [Supplier/Vendor Name]. All terms and conditions of the referenced contract are incorporated herein by reference. | | | | | | | |
|  |  |  |  |  | |  | |
| **BUYER NOTES** | Notes and Comments … | | | | | | | |
|  |  |  |  |  | |  | |
| **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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