

Contract Purchase Order (CPO) PDF Template

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PURCHASE ORDER

COMPANY
LOGO

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

DATE

ORDER NUMBER

CUSTOMER ID

BILL TO:

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

SHIP TO:

ADDRESS	
ADDRESS	
PHONE	
EMAIL	

SHIP VIA	
METHOD	
TERMS	
DELIVERY DATE	

ITEM NO.	ITEM NAME	DESCRIPTION	QTY	RATE	TOTAL

	SUBTOTAL	
	TAX RATE	
	TAX	
	S&H	
	OTHER	
	TOTAL	

Please make check payable to:

THANK YOU

CONTRACT REFERENCE	
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BUYER NOTES	
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APPROVED BY	
SIGNATURE	
DATE	

For questions concerning this order, please contact:

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