

Simple Purchase Order Template

1. Order Information

- Purchase Order Number: _____
- Date of Order: _____

2. Supplier Contact

- Name of Supplier: _____
- Address: _____
- Telephone: _____

3. Ordering Company Details

- Name: _____
- Address: _____
- Contact Person: _____

4. Purchase Details (Complete the table below)

Description of Goods	Ordered Quantity	Price per Item	Total Price

5. Confirmation

- Authorized Signature: _____
- Position: _____