

# Purchase Order Template

Request products or supplies with a printable purchase order form.

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## Business details

<b>Business name</b>		<b>Client name</b>	
<b>Invoice or form number</b>		<b>Date</b>	

## Line items

Item / service	Qty	Rate	Amount

## Totals and notes

<b>Subtotal</b>		<b>Tax</b>	
<b>Total</b>		<b>Payment notes</b>	