

## Purchase Order

### Purchase Order

Use the sheet icon at the far right to create your own copy of this sheet. Do not make changes to this sheet.

**My Company Name**

Address

City, State Zip

Phone:

Fax:

E-mail:

URL:

**SOLD TO:**

Customer

Address

City, State Zip

QUANTITY

Send Correspondence To:

Name

Company Name

Address

State

Phone

APPROVED BY

## Purchase Order

(617) 555-5000  
(617) 555-5000  
me@company.com  
<http://www.mycompany.com>

UNIT	DESCRIPTION
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Purchase Order

PURCHASE ORDER NO.  
ORDER DATE  
TERMS  
F.O.B.  
SHIPPED VIA

Purchase Order No.  
34639

**SHIPPED TO:**  
Same

UNIT PRICE

AMOUNT

SUBTOTAL  
TAX  
FREIGHT  
TOTAL

Questions concerning this purchase order?

DATE

**Variables**

%Sheet_Cou	0	: version counter
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**Bold items are referenced to duplicate strings**

***Purchase Order Sheet Strings***

RangeNames Strings

I_1	Phone:
I_2	Fax:
I_3	E-mail:
I_4	URL:
I_5	SOLD TO:
I_6	SHIPPED TO:
I_7	PURCHASE ORDER NO.
I_8	ORDER DATE
I_9	TERMS
I_10	SHIPPED VIA
I_11	Purchase Order
I_12	F.O.B.
I_13	QUANTITY
I_14	UNIT
I_15	DESCRIPTION
I_16	UNIT PRICE
I_17	AMOUNT
I_18	SUBTOTAL
I_19	TAX
I_20	FREIGHT
I_21	Send Correspondence To:
I_22	Questions concerning this purchase order?
I_23	APPROVED BY
I_24	TOTAL
I_25	DATE
I_26	Use the sheet icon at the far right to create your own copy of this sheet. Do not make c
I_27	Order No.

Sheet names must be in order

***Sheet Strings***

RangeNames Strings

%S_1	Purchase Order
%S_2	WorkArea
%S_3	Strings
%S_4	Scripts

***Function Strings***

RangeNames Strings

%F_1	screen-width
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***Range Strings***

RangeNames Strings

%R_5	%Sheet_Count
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## Strings

### ***FileInfo Strings***

#### RangeNames *Strings*

%D_1	SmartMasters
%D_2	Generate a Purchase Order
%D_3	Use this SmartMaster to track outgoing orders.

#### Sample Data strings

#### RangeNames *Strings*

%Sa_1	My Company Name
%Sa_2	Address
%Sa_3	City, State Zip
%Sa_4	(617) 555-5000
%Sa_5	(617) 555-5000
%Sa_6	me@company.com
%Sa_7	http://www.mycompany.com
%Sa_8	Customer
%Sa_9	Address
%Sa_10	City, State Zip
%Sa_11	Purchase Order No.
%Sa_12	34639
%Sa_13	Same
%Sa_14	Name
%Sa_15	Company Name
%Sa_16	Address
%Sa_17	State
%Sa_18	Phone

## Strings

changes to this sheet.