

WINNING FORMS from KMT Software, Inc.

Choose Other Window to View Form

Form Name: PURCHASE ORDER

Using this Form: Use this purchase order form just as you would a manual form. You can enter a multi-line description (double-space between items for readability) or you can enter nearly 20 single line entries. Notice the fold mark just above the body of the order. If you use a standard #9 or #10 window envelope, the vendor's name and address will fit in the window.

Entering Data: You can enter dates as labels or using the DATE function. If you use a label, be sure that it is one of the formats that Excel recognizes as a date.

Printing this Form: Click the printer tool in the toolbar or choose Print from the File menu.

Company Name

address 1 city state zip phone

PURCHASE ORDER

The following number must appear on all correspondence, acknowledgements, bills of lading, and invoices relating to this PO:

PURCHASE ORDER *po number*

TO

P O DATE *date*
TERMS *terms*
F.O.B. *f.o.b.*
SHIP VIA *ship via*

ADDRESS CORRESPONDENCE TO
Name *name*

Phone *phone number*
FAX # *fax number*

QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

- <-- FOLD

