

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.