

# 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.

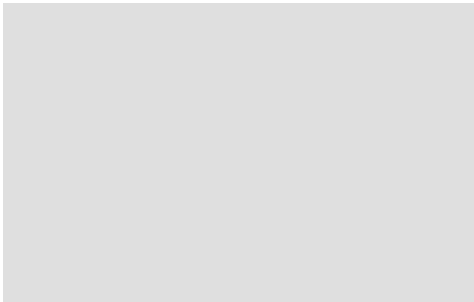
Printing this Form: Click the printer tool in the toolbar or choose Print from the File menu.

**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**

**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

TO
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QTY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT



<-- FOLD