

PURCHASE ORDER

NexalyPlanner.com - Blank print form

PO reference

Issue date

Currency

Buyer / contact

Supplier / contact

Ship to

Requested delivery

SKU	Description	Quantity	Unit	Unit price	Line amount

Terms / supplier reference

Approved by / approval date

Subtotal

Tax amount

Shipping

Discount

Grand total

Use one currency. Enter tax as an amount. The example uses zero tax; it is not a tax rule.
Keep a copy before sending. This print form has six lines; the Excel workbook has ten.

PURCHASE ORDER

NexalyPlanner.com - Fictional example

PO reference

PO-2026-001

Issue date

10/22/2026

Currency

USD

Buyer / contact

Example Workshop - purchasing desk

Supplier / contact

Example Parts Supplier - sales desk

Ship to

Workshop receiving desk

Requested delivery

10/29/2026

SKU	Description	Quantity	Unit	Unit price	Line amount
PART-01	Replacement filters	20	each	3.50	70.00

Terms / supplier reference

Confirm terms / QUOTE-001

Approved by / approval date

Example buyer /

Subtotal

70.00

Tax amount

0.00

Shipping

8.00

Discount

0.00

Grand total

78.00

Use one currency. Enter tax as an amount. The example uses zero tax; it is not a tax rule.
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