**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=9181&utm_source=template-word&utm_medium=content&utm_campaign=Purchase+Order+Checklist-word-9181)Purchase Order   
Checklist Template**

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| --- | --- |
| **X** | PURCHASE ORDER REQUIREMENT |
| **X** | Purchase Order Number |
|  | Purchase Order Date |
|  | Supplier Information |
|  | Buyer Information |
|  | Item Descriptions |
|  | Item Quantities |
|  | Unit Prices |
|  | Tax and Shipping |
|  | Payment Terms |
|  | Delivery Terms |
|  | Approval Signatures |
|  | Terms and Conditions |
|  | Notes and Instructions |
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