Beginning Farmer Purchase Order Template

A purchase order template for farm buying. It records what is ordered, from whom, and when, so deliveries and bills can be matched to the order later.

Farm / unit: _____ Date: _____ By: _____

Farm name and contact _____

Order number _____

Supplier name and contact _____

Order date _____

Item description _____

Quantity and unit cost _____

Delivery date and location _____

Payment terms _____

Authorized by _____

NOTES / CALCULATIONS

TIP Match each delivery and bill to its order before you pay the supplier.