Farm Purchase Order Template

A purchase order template for farm buying, giving suppliers a written record of what you ordered, at what price and when it should arrive. Useful for inputs, parts and services.

Farm / unit: _____ Date: _____ By: _____

Farm name and ordering contact _____

Supplier name and contact _____

Purchase order number _____

Order date and delivery date _____

Item description and quantity _____

Agreed price per unit _____

Delivery location and method _____

Payment terms agreed _____

Approved by and date _____

NOTES / CALCULATIONS

TIP Match each purchase order to the delivery slip and invoice before you pay, and file them together.