Forest Product Purchase Order

A forest product purchase order for ordering logs, lumber, or supplies. Use it to list what you need, from whom, and when it must arrive.

Farm / unit: _____ Date: _____ By: _____

Purchase order number _____

Buyer name _____

Supplier name _____

Product description _____

Quantity ordered _____

Delivery location _____

Needed by _____

Payment terms _____

Authorized signature _____

NOTES / CALCULATIONS

TIP Confirm each order in writing with the supplier and keep a copy on file until the delivery is accepted.