

Corporate Blanket Order Form

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____ Email: _____

Order Date: ____ / ____ / _____

Blanket PO Number: _____

Vendor/Supplier: _____

Order Details

Item Description	Item Number	Quantity	Unit Price	Total	Delivery Date(s)	Notes
Example Item 1	12345	100	\$10.00	\$1,000.00	MM/DD/YYYY	--
Total Amount				\$1,000.00		

Terms & Conditions

- This blanket order is valid from ____ to ____.
- All goods/services must be delivered as scheduled unless otherwise agreed upon.
- Invoices must reference the Blanket PO Number.
- Any change in price, quantity, or schedule requires written authorization.

Approvals

Authorized By:	Date:	Vendor Acknowledgment:
_____ Name & Title	____ / ____ / _____	_____ Name & Title

This corporate blanket order form sample template streamlines the ordering process by allowing companies to consolidate multiple purchase requests into a single document. Designed for ease of use, it helps businesses manage recurring orders efficiently while maintaining clear records. The template is customizable to fit various corporate procurement needs and improve transaction accuracy.