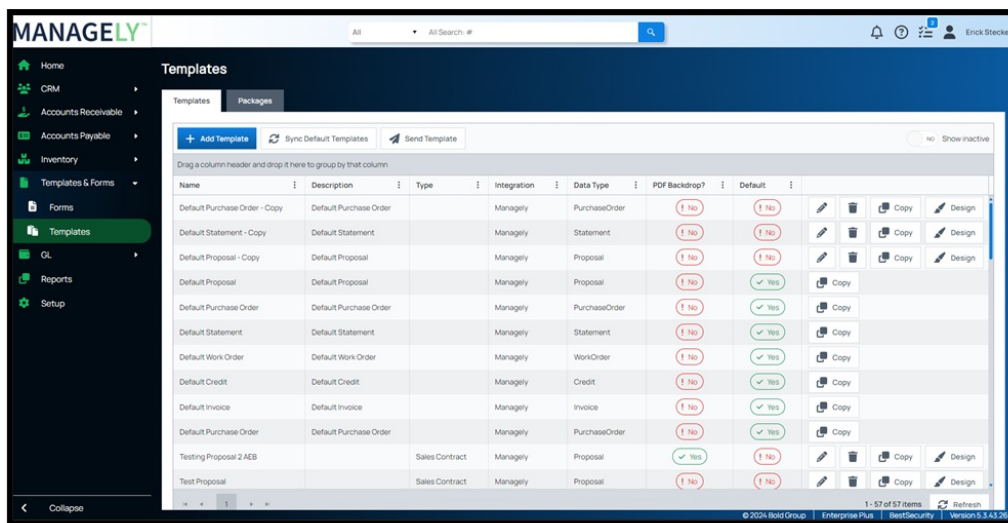


How to make the Default Purchase Order Template into a Custom Purchase Order Template

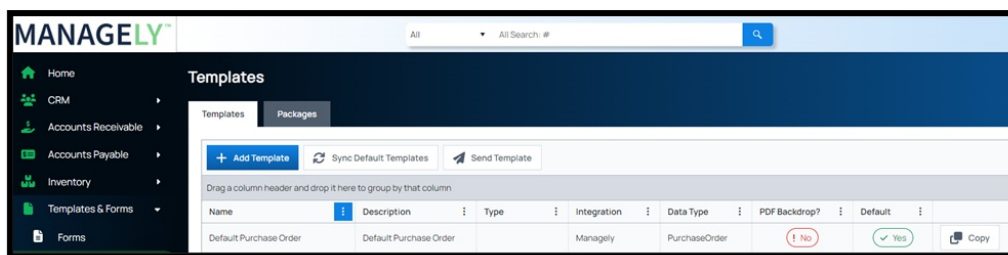
01/02/2025 8:28 am EST

Follow these steps below to make the default purchase order template into a custom purchase order template so that you can customize the purchase order based off your company's needs.

1. Click on Templates & Forms and then Templates



2. Click the Copy button to the right of Default Purchase Order



3. The Default Purchase Order- Copy will be created. Click the Design button to the right and edit as desired

