



Your Company Name
 123 Company Lane - New York, NY 12345
 Tel. (123) 456-7890 - Fax. (123) 456-7890

APPROVED: _____
DATE: _____

SOLD TO: _____
ADDRESS: _____
CITY: _____
PHONE# _____
CONTACT _____

CUSTOMER PO# _____
SHIP TO: _____
ATTN: _____
ADDRESS: _____
CITY: _____
SHIP VIA: _____

COMMENTS: _____

LINE	ITEM#	QUANTITY	DESCRIPTION	PRICE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

ORDER TAKEN BY: _____ **ORDER ENTERED BY:** _____