Your Company Logo

Your Company Name

PURCHASE ORDER

☐ **Wisconsin Location** 123 Company Lane - Madison, WI 53707 Tel. (123) 456-7890 - Fax. (123) 456-7890	☐ **Brooklyn Location** 123 Company Lane - New York, NY 12345 Tel. (123) 456-7890 - Fax. (123) 456-7890	
☐ **Michigan Location** 123 Company Lane - Allendale, MI 4940 Tel. (123) 456-7890 - Fax. (123) 456-7890	☐ **Virginia Location** 123 Company Lane - Virginia, NY 11201 Tel. (123) 456-7890 - Fax. (123) 456-7890	
☐ **Miami Location** 123 Company Lane - Miami, FL 33143 Tel. (123) 456-7890 - Fax. (123) 456-7890	☐ **Texas Location** 123 Company Lane - Atlanta, TX 75551 Tel. (123) 456-7890 - Fax. (123) 456-7890	

TO

SHIP TO

DATE	DATE REQUIRED	TERMS	F.O.B.	SHIP VIA	DEPT. OR REQ. NO.	FOR OWN USE ☐	FOR RESALE ☐

QUANTITY	DESCRIPTION	PRICE	AMOUNT

IMPORTANT
OUR ORDER NUMBER MUST APPEAR ON ALL CORRESPONDENCE, INVOICES AND PACKAGES. NOTIFY US IMMEDIATELY IF UNABLE TO SHIP ORDER COMPLETE BY DATE SPECIFIED.

BY

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