

# PURCHASE ORDER FORM

**BILL TO:**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Province \_\_\_\_\_ Country \_\_\_\_\_  
 Attn \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

**SHIP TO:**

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Province \_\_\_\_\_ Country \_\_\_\_\_  
 Attn \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_

**PURCHASE ORDER NUMBER:** \_\_\_\_\_

**METHOD OF PAYMENT:**

Open Account (net 30 days)\*      COD      Prepaid (check or money order enclosed)

Credit Card:      Visa      Mastercard      American Express      Discover

Cardholder Name \_\_\_\_\_ Billing Address \_\_\_\_\_

Credit Card Number --

Expiration Date: Mo.  Yr.      Visa / MC Auth. Code      Amex Auth. Code

Quantity	Stock No.	Mfg. Part No. / Description	Unit Price	Total Price
			<b>Subtotal</b>	
			<b>6% Sales Tax**</b>	
			<b>Shipping</b>	
			<b>Total</b>	

**METHOD OF SHIPMENT:**

UPS:      Ground      Orange - 3 Day      Blue - 2 Day      Red - Overnight

Federal Express:      Priority      Economy     Account Number \_\_\_\_\_

Other Method \_\_\_\_\_     Account Number \_\_\_\_\_

\*Pre-Approved Accounts Only  
 \*\*NJ Residents Only

