



# PHONE/FAX PURCHASE ORDER

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

**ADDRESS:** \_\_\_\_\_ **SHOP ORDER NUMBER:** \_\_\_\_\_

\_\_\_\_\_ **DATE:** \_\_\_\_\_

**REQUESTOR:** \_\_\_\_\_ **PART NUMBER:** \_\_\_\_\_

**SHIP TO:** \_\_\_\_\_ **DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_ **PREVIOUS SO#:** \_\_\_\_\_

\_\_\_\_\_ **QUANTITY:** \_\_\_\_\_

**ATTENTION:** \_\_\_\_\_ **QUOTED PRICE EACH:** \_\_\_\_\_

**DELIVERY DATE:** \_\_\_\_\_ **TOTAL COST OF ORDER:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**SPECIAL INSTRUCTIONS/SCOPE OF WORK:** \_\_\_\_\_

\_\_\_\_\_

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**INVOICING INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_

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**PLACED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROCESSED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_