

Accounts Payable
100 Main Street
Anytown, USA 99999
(123) 456-6789

PO00196757-A

Attn:

A building
Some Road
Some City
Utah
UT 98765

This Purchase Order is not valid unless signed by the Purchasing Officer.

Accounts Payable
100 Main Street
Anytown, USA 99999
(123) 456-6789

NO:

PO00196757-A

Acme Road
Acmeville
Utah
UT 98765

Attn:

A building
Some Road
Some City
Utah
UT 98765

Date of Order 08/18/2006	Required by Date 08/27/2006	Requisition No.	Terms	FOB	Budget Code
Item No.	Quantity	Description	Unit Price	Extended Price	
5	2	FLUKE-25	250	500	
6	2	OU812	2,000	4,000	
TOTAL AMOUNT				176,399	

~~NOTICE TO VENDOR~~

1. PLEASE MAIL ~~ALL~~ INVOICES IN DUPLICATE.
2. P.O. NUMBER MUST APPEAR ON ALL INVOICES, PACKING SLIPS, ETC.
3. PLEASE ENCLOSE ITEMIZED PACKING LIST WITH EACH SHIPMENT.
4. ALL MATERIALS FURNISHED ARE SUBJECT TO INSPECTION AND TEST.
5. MATERIALS BACK-ORDERED OR CANCELLED MUST SHOW ON INVOICE.
6. EACH ORDER MUST HAVE A SEPARATE INVOICE.
7. ADVISE PROMPTLY IF UNABLE TO SUPPLY GOODS ORDERED.

~~OTHER INSTRUCTIONS~~

See additional pages

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Item No.	Quantity	Description	Unit Price	Extended Price	
7	5	E25	225	1,125	
8	4	000011764	392	1,570	

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ACME Inc.

Acme Road
Acmeville
Utah
UT 98765

Phone:

Fax:

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[illegible]

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08/18/2006	08/27/2006				
Item No.	Quantity	Description	Unit Price	Extended Price	
19	5	ECMDA-06MR-P2	500	2,500	
20	5	ECMDA-06MR-A1	500	2,500	
TOTAL AMOUNT					176,399

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08/18/2006	08/27/2006				
Item No.	Quantity	Description	Unit Price	Extended Price	
15	2,000	HAVE-STARE	2	4,000	
16	1	P1000REPAIR	1,000	1,000	
TOTAL AMOUNT					176,399

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