

Requester Information			
Name		Smith	
Date		1/1/2005	
Department		Service	
E-mail		jon.smith@state.gov	
Phone		(123) 456-7890	
Supplier Information			
Name		Acme Computer Supplies	
Address 1		1234 Business Way	
Address 2			
City		Somewhere	
State		CA	
Zip Code		91820	
E-mail		order@acmesupply.com	
Web		http://acmesupply.edu	
Phone		(123) 222-3344	
Fax		(123) 222-3355	
Items			
Item #	Description	Unit	Quantity
11	Toner Cartridge for LaserJet 4100 Series 6000 Page Duty Cycle	\$299.90	2
25	Ink Cartridge 5510 for Epson Stylus C62	\$28.10	3
35	Parallel Printer Cable 10ft	\$6.00	1
Sub-Total		\$146.90	
Tax		\$10.28	
Shipping		\$15.80	
Total		\$172.98	
Approval			
Person		Johnson	
Date		1/1/2005	







Column 1	Column 2	Column 3	Column 4
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