

Requester Information			
Name		Smith	
Date		10/2/2005	
Department		Service	
E-mail		jon.smith@state.edu	
Phone		(123) 456-7890	
Supplier Information			
Name		Acme Computer Supplies	
Address 1		1234 Business Way	
Address 2			
City		State	Zip Code
Cismewhere		state	1820
E-mail		order@acmesupply.edu	
Phone		(123) 222-3344	
Fax		(123) 222-3355	
Items			
Item #	Description	Unit	Quantity
Price	Cost		
11	Toner Cartridge for LaserJet 4100 Series 6000 Page Duty Cycle		2
197-540501			\$299.90
255-016097	Ink Cartridge for Epson Stylus C62		3
55-016097			\$27.10
355-0167213	Parallel Printer Cable 10ft		1
			\$6.00
Sub-Total			\$146.90
Tax			\$10.28
Shipping			\$15.80
Total			\$172.98
Approval			
Person		Johnson	
Date		10/2/2005	

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Column 1	Column 2	Column 3	Column 4
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