

| Requester Information |                        |   |              |  |                 |  |  |
|-----------------------|------------------------|---|--------------|--|-----------------|--|--|
| <b>Name</b>           | Jon Smith              |   |              | <b>Date</b>  | 9/9/2005        |  |  |
| <b>Department</b>     | Customer Service       |   |              |  |                 |  |  |
| <b>E-mail</b>         | jon.smith@stateu.edu   |   | <b>Phone</b> | (123) 456-7890   |                 |  |  |
| Supplier Information  |                        |   |              |  |                 |  |  |
| <b>Name</b>           | Acme Computer Supplies |   |              |  |                 |  |  |
| <b>Address 1</b>      | 1234 Business Way      |   |              |  |                 |  |  |
| <b>Address 2</b>      |                        |   |              |  |                 |  |  |
| <b>City</b>           | Somewhere              | <b>State</b>  | IL           | <b>Zip Code</b>  | 61820           |  |  |
| <b>E-mail</b>         | order@acmesupply.edu   |   | <b>Web</b>   | <a href="http://www.acmesupply.edu">www.acmesupply.edu</a> |                 |  |  |
| <b>Phone</b>          | (123) 222-3344         |   | <b>Fax</b>   | (123) 222-3355   |                 |  |  |
| Items                 |                        |   |              |  |                 |  |  |
| Item #                | Part Number            | Description   | Quantity     | Unit Cost  | Total Cost      |  |  |
| 1                     | 197-540501             | Toner Cartridge for LaserJet 4100 Series 6000 Page Duty Cycle | 2            | \$29.95  | \$59.90         |  |  |
| 2                     | 555-013097             | Ink Cartridge color for Epson Stylus C62                      | 3            | \$27.00  | \$81.00         |  |  |
| 3                     | 555-0167213            | Parallel Printer Cable 10ft                                   | 1            | \$6.00   | \$6.00          |  |  |
| <b>Sub-Total</b>      |                        |   |              |  | \$146.90        |  |  |
| <b>Tax</b>            |                        |   |              |  | \$10.28         |  |  |
| <b>Shipping</b>       |                        |   |              |  | \$15.80         |  |  |
| <b>Total</b>          |                        |   |              |  | <b>\$172.98</b> |  |  |
| Approval              |                        |   |              |  |                 |  |  |
| <b>Person</b>         | Sara Johnson           |   |              | <b>Date</b>  | 9/7/2005        |  |  |

## Extra long table

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| Column 1  | Column 2  | Column 3  | Column 4  |
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