



# PURCHASE ORDER

112 E. 11th Street  
 Los Angeles, CA 90015  
 Phone (213) 747-8838 Fax (213) 747-8848

The following number must appear on all related correspondence, shipping papers, and invoices:

**P.O. NUMBER:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**BILL TO:**

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State & Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_

**SHIP TO:**

Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State & Zip Code \_\_\_\_\_  
 Phone \_\_\_\_\_

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL

SUBTOTAL  
 SALES TAX  
 SHIPPING & HANDLING  
 OTHER  
 TOTAL

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:  
 Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State & Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

Authorized by \_\_\_\_\_

Date \_\_\_\_\_