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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Acme Inc  One stop shop for cleaning supplies  901 new era avenue Avenel, NJ 07001  786-987-3452  789-567-4567 | | | | | | Purchase Order | | | | | | | |
|  | | | | | | | | | | | | | |
| TO:  Drew Hunter  Sysco supplies  564 new avenue  Columbus, OH, 43081  616-456-4573 | | | | SHIP TO:  Mike Farmer  Acme Inc.  901 new era avenue  Avenel,070001, NJ  789-654-6785 | | | | | | P.O. Number:  0122343  [The P.O. number must appear on all related correspondence, shipping papers, and invoices] | | | |
|  | | | | | | | | | | | | | |
| P.O DATE | | REQUISITIONER | | | SHIPPED VIA | | | F.O.B. POINT | | | TERMS | | |
| 6/14/2017 | |  | | | UPS | | | Destination | | | Net 60 | | |
|  | | | | | | | | | | | | | |
| QTY | UNIT | | DESCRIPTION | | | | | | UNIT PRICE | | | | TOTAL |
| 1000 | EACH | | Cleaning brush with long handle | | | | | | $[4.00] | | | | $4000 |
|  |  | |  | | | | | |  | | | |  |
|  |  | |  | | | | | |  | | | |  |
|  |  | |  | | | | | |  | | | |  |
|  | | | | | | | SUBTOTAL | | | | | |  |
| SALES TAX | | | | | | [8.2%] |
| 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:   Purchasing department  901 new era avenue Avenel, NJ 07001  786-987-3452  789-567-4567 | | | | | |  | SHIPPING AND HANDLING | | | | | |  |
| OTHER | | | | | |  |
| TOTAL | | | | | | $$4,328.00 |
|  | | | | | | | |
|  | | | | | | | | | | | | | | |
|  | | | | | | Authorized by Purchasing department | | | | | | 6/14/2017 | | |