

PURCHASE ORDER

DISTRIBUTOR NAME: ADDRESS, PHONE, & FAX

END USER NAME: & ADDRESS

ATTN:

NEW <input type="checkbox"/>	EXACT REPEAT <input type="checkbox"/>	COPY CHANGE <input type="checkbox"/>	SPEC CHANGE <input type="checkbox"/>	IF SPECIFICATIONS ARE NOT CORRECT AND WE HAVE NOT BEEN CALLED WITH CORRECTIONS, THIS JOB AND ANY RERUNS WILL BE BILLED AT FULL PRICE IF YOU HAVE ANY QUESTIONS REGARDING THIS, PLEASE CONTACT US.	DISTRIBUTOR P.O. NUMBER
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PREVIOUS M.A. ORDER NO.	QUOTE DATE / NUMBER / PRICE	PROOF REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	FAX NO.	EMAIL
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SHIP:	PREPAID <input type="checkbox"/>	COLLECT <input type="checkbox"/>	TRUCK <input type="checkbox"/>	AIR <input type="checkbox"/>	OTHER <input type="checkbox"/>	INSIDE DELIVERY: WHERE <input type="checkbox"/>	PARTIAL QUANTITY: <input type="checkbox"/>
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SHIP TO:	CUSTOMER ORDER NO.
DISTRIBUTOR <input type="checkbox"/> END USER <input type="checkbox"/> WILL CALL <input type="checkbox"/>	

PRODUCT:	CONTINUOUS <input type="checkbox"/>	SNAP OUT <input type="checkbox"/>	EDGE GLUE <input type="checkbox"/>	SHEET <input type="checkbox"/>	CUSTOM LASER CHECK <input type="checkbox"/>	OTHER <input type="checkbox"/>
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QUANTITY	NO. PARTS	SIZE	FORM NO. / FORM NAME	STUB LEFT	STUB RIGHT	DEALER IMPRINT/ BYLINE
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PART	WEIGHT	COLOR	GRADE	PERF. POSITION	1 COLOR	C	2 COLOR	C	3 COLOR	C	BACKER	C	MARGINAL WORDS
1													
2													
3													
4													
5													
6													

SPECIAL INSTRUCTIONS	OVERRUN ALLOWED
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CRIMPING					DRILL INFORMATION					BINDERY	CELLO WRAP <input type="checkbox"/>	QTY
LEFT	RIGHT	#	LEFT	RIGHT	TOP-BOTTOM	SIZE	CENTER-CENTER	EDGE HOLE/SHEET	ON PARTS		WRAP AROUND BOOK <input type="checkbox"/>	QTY
											PAD <input type="checkbox"/>	QTY
NUMBERING INFORMATION					PACKAGING INFORMATION							
CONSECUTIVE STARTING NUMBER			CONSEC. MICR	STATIC MICR	QUANTITY PER BOX							
RED <input type="checkbox"/> BLACK <input type="checkbox"/>					LABEL BOX YES <input type="checkbox"/> NO <input type="checkbox"/>							
ACCOUNT NUMBER:					SHRINK WRAP YES <input type="checkbox"/> NO <input type="checkbox"/>							

PACKAGING IF OTHER THAN STANDARD

SHIP WITH:

SPECIAL INSTRUCTIONS:

SHIPPING

PRODUCT INFORMATION

BOOKING