

The Garden Shed

4980 NE Dawn LN

Dayton, Oregon 97114

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Purchase Order

INVOICE NO.:

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

P.O. NUMBER:

|  |  |
| --- | --- |
| To: | Ship to (if different address): |
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| --- | --- | --- | --- | --- | --- |
| P.O. Date | Requisitioner | Ship by | Ship via | F.O.B. Point | Terms |
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| --- | --- | --- | --- | --- |
| Qty. | Unit | Description | Unit price | Total |
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|  |  |  |  |  |
|  |  |  | Shipping |  |
|  |  |  | Tax |  |
|  |  |  | Other |  |
|  |  |  | Total |  |

1. Please send 2 copies of your invoice.
2. Enter this order in accordance with the prices, terms, and delivery method, and specifications listed above.
3. Notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

Authorized by Date: