

Purchase Order Form

(Ref. PUR-010)

Order Date		COMPANY LOGO AND NAME
Shipping Date		
PO Number		
Vendor Number		Address:
Vendor Fax #		
Vendor Name		
Authorization number		Shipping Address:
Shipping charges	Paid: or collect:	
Person Authorizing Return		

Item #	Material Code	Approved Description	Qty. required	Vendor Invoice #	Unit Price	Total Amount

Reason for Return	Action Requested	Sub Total	
1. Overstock	1. Repair and Return	Tax	
2. Over-shipment on PO#	2. Repair and Bill	Handling / Shipping Charges	
3. Substitution on PO #	3. Replace at no Charge	Total	
4. Defective	4. Issue Full Credit		
5. Other	5. Other		