

NOTE TO OUR CUSTOMER: We value your business and want to give you quality service. To ensure that your products and invoices are delivered to the correct locations we normally process your order after receipt of a purchase order. When your purchase order is not available we ask you to complete this form to provide us with the information we need to process your order correctly. Thank you.

LEGAL CUSTOMER NAME	
SHIPPING ADDRESS	BILLING ADDRESS
400 South Orange Avenue 4th Floor	400 South Orange Avenue 4th Floor
ORLANDO ORANGE FL 32802 United States	ORLANDO ORANGE FL 32802 United States
Shipping contact: <u>MARK HOOVER</u>	Billing contact: <u>MARK HOOVER</u>
Shipping phone: <u>407-246-3060</u>	Billing phone: <u>407-246-3060</u>
REFERENCE NUMBERS	ORDER AMOUNT
Purchase order number: Purchase requisition number: Oracle quote or contract number: P-JD-M00342-000--2	Software licenses Technical support services \$190,962.00 Consulting services Education services Documentation products
TAX STATUS (check one)	Total \$190,962.00
Taxable: <input type="checkbox"/>	
Tax-exempt: <input checked="" type="checkbox"/> (Attach tax certificate)	

To: Oracle Corporation

Sales Representative: **SARA JORDAN**

I cannot provide a purchase order for the above referenced purchase because (check one):

- 1) My company does not issue purchase orders and I have completed all sections above.
- 2) I have not received the final purchase order from my company's purchasing department. However, I have completed all sections above and
 - have obtained all necessary approvals to release funds for this purchase and
 - have attached a copy of my purchase requisition to this form and
 - will send the final purchase order to Oracle as soon as it is available.

The information I have provided in this form is accurate and I have complied with my company's business practices in making this purchase. This form affirms my company's commitment to pay for the products and services I have ordered.

Name

Authorized Signature

Title

Date