Richard Associates Inc.

PURCHASE ORDER

Show this Purchase Order Number
on all correspondence, invoices,
shipping papers and packages.

TO

DATE | REQUISITION NO.

SHIP TO

Phone: ____-_____
E-mail: _____

REQUISITIONED BY	WHEN SHIP	SHIP VIA	F.O.B. POINT	TERMS

QTY. ORDERED	QTY. RECEIVED	STOCK NO. / DESCRIPTION	UNIT PRICE	TOTAL
			Sub Total:	$
		Shipping & Handling		$
		UPS Ground $6.00	--->	$
		2nd Day UPS $9.00	--->	$
	Credit Card Information	Overnight $15.00	--->	$
	Card# _____	Exp: _____		
	☐ Visa	☐ Mastercard ☐ American Express	Total:	$

1. Please send _____ copies of your invoice.
2. Order is to be entered in accordance with prices, delivery and specifications shown above.
3. Notify us immediately if you are unable to ship as specified.

_____
AUTHORIZED BY