PURCHASE ORDER

Company/Account Name _____

Contact _____

Phone _____

Email _____

Purchase Order No. _____

Order Date _____

Due Date _____

Payment Terms ☐ ***credit card / paypal*** ☐ ***check / MO*** ☐ ***cash***

Ship Via ☐ ***ups*** ☐ ***fedex*** ☐ ***rush*** ☐ ***local delivery*** ☐ ***pickup***

Shipping Address

Billing Address

Additional shipping instructions _____

_____

Quantity	*Item Number*	*Color*	*Description*	*Size*	*Unit Price*	*Ext. Price*

ATTACH ARTWORK MOCKUP HERE

ARTWORK DETAILS *(list size / color / placement)*

☐ **screen printed** _____

☐ **embroidered** _____

☐ **front image** _____

☐ **back image** _____

☐ **sleeve image** _____

☐ **leg image** _____

☐ **other** _____