|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1410 State Street North  Hartselle, AL 35640  Phone: (256) 773-5243  Fax: (256) 773-1654 | | | | | | | |  | | Purchase Order | | | | |
| TO:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |  | SHIP TO:  **­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | P.O. Number:  ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [The P.O. number must appear on all related correspondence, shipping papers, and invoices] | | | | | | |
|  | | | | | | | | | |  | | | |
| P.O DATE | | | REQUISITIONER | | | | Phone | SHIPPED VIA | | F.O.B. POINT | TERMS | |
|  | | |  | | | |  |  | | Place of Business | Net 30 | |
|  | | | | | | | | | |  | | | |
| QTY | | UNIT | | DESCRIPTION | | | | | | Budget line item | UNIT PRICE | TOTAL | |
|  | |  | |  | | | | | |  |  |  | |
|  | |  | | C | | | | | |  |  |  | |
|  | |  | |  | | | | | |  |  |  | |
|  | |  | |  | | | | | |  |  |  | |
|  | |  | |  | | | | | |  |  |  | |
|  | |  | |  | | | | | |  |  |  | |
|  | |  | |  | | | | | |  |  |  | |
| 1. Please send/attach at least one copy of your invoice/receipt. 2. Enter this order in accordance with the prices, terms, delivery method, and specifications required. 3. Please notify us immediately if you are unable to ship/provide as specified. 4. Send all correspondence to:   **Daphne Baker – Byrd, Smalley, & Adams, P.C. – Certified Public Accountants & Consultants**  Physical Address: 237 Johnston St SE, Decatur, AL 35601 Mailing Address: PO Box 2179, Decatur, AL 35602  Voice: (256) 353-1611  Fax: (256) 353-7419 | | | | | | | |  | |  | subtotal |  | | |
|  | | sales tax |  | | |
|  | | Shipping & handling |  | | |
|  | | OTHER |  | | |
|  | | TOTAL DUE |  | | |
|  | |  | | | |
|  | | | | | | | | | |  | | | |
| Requested by | | | | | | | |  | | Authorized by |  | | | |