Purchase Order **Templates**

	REQUIREMENT
☐	PO Number identified
☐	Fulfilment company identified
☐	Address and contact information provided
☐	Point of contact identified with email / phone
☐	Customer identified
☐	Customer address and contact information correctly listed
☐	Shipping Address verified
☐	Dated correctly
☐	Supplier identified
☐	Delivery schedule provided
☐	Shipping method provided
☐	Part Numbers identified
☐	Images are clear, if applicable
☐	Terms and Conditions provided and match quote, if applicable
☐	Prices and Quantities verified
☐	FOB specifies origin
☐	Export compliances met
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