



Purchase Order Form
(Ref. PUR-010)

Order Date		COMPANY LOGO AND NAME	
Shipping Date			
PO Number			
Vendor Number			Address:
Vendor Fax #			
Vendor Name			
Authorization number			Shipping Address:
Shipping charges	Paid: or collect:		
Person Authorizing Return			

Item #	Material Code	Approved Description	Qty. required	Vendor Invoice #	Unit Price	Total Amount

Reason for Return	Action Requested	Sub Total	
1. Overstock	1. Repair and Return	Tax	
2. Over-shipment on PO#	2. Repair and Bill	Handling / Shipping Charges	
3. Substitution on PO #	3. Replace at no Charge	Total	
4. Defective	4. Issue Full Credit		
5. Other	5. Other		