



PURCHASE ORDER

Co.: _____

Date: _____

Project: _____

P.O # _____

Needed by: _____

| CHARGE | CASH | CREDIT | WILL CALL | DEL. | P/U | OTHER | BIND | COLLATE | STAPLE |
|-------------------|--------------------|-------------|-----------|------|-----|-------|-------------------|---------|--------|
| # of Originals | # of Prints/Ea. | Description | | | | | Service Requested | | |
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Special Instructions:

Requested By: _____
