

## PURCHASE ORDER

**DATE** \_\_\_\_\_ **P.O. #** \_\_\_\_\_  
**SHOW** \_\_\_\_\_ **PROD #** \_\_\_\_\_  
**COMPANY** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_  
 \_\_\_\_\_ **PHONE #** \_\_\_\_\_  
 \_\_\_\_\_ **FAX #** \_\_\_\_\_  
**VENDOR** \_\_\_\_\_ **PHONE #** \_\_\_\_\_  
**ADDRESS** \_\_\_\_\_ **FAX #** \_\_\_\_\_  
 \_\_\_\_\_ **CONTACT** \_\_\_\_\_  
**VENDOR SSN / FEDERAL ID #** \_\_\_\_\_ **CORPORATION**  Yes  No  
 Purchase  Rental  Service **IS AMOUNT CHARGED PER SHOW, DAY, WEEK, OR MONTH?**

DESCRIPTION	CODES	AMOUNT

**NET P(S)** \_\_\_\_\_ **INCL. TAX OF APPLICATION** \_\_\_\_\_  
**TOTAL COST** \$ \_\_\_\_\_  
**IF TOTAL COST CANNOT BE DETERMINED NOW, ESTIMATE OF COSTS WILL NOT EXCEED** \$ \_\_\_\_\_  
**IF P.O. IS FOR A RENTAL, PLEASE INDICATE RENTAL DATES** **FROM** \_\_\_\_\_ **TO** \_\_\_\_\_  
**ORDER PLACED BY** \_\_\_\_\_ **DEPT.** \_\_\_\_\_  
 \_\_\_\_\_ **PHONE** \_\_\_\_\_