



CORPORATE HEADQUARTERS

P.O. BOX 2069, BELLINGHAM, WA 98227

PHONE: (360) 647-0801 FAX: (800) 225-0021

Purchase Order Requirement

(This form does not apply to public and private schools or governmental agencies.)

Please select one box below regarding authorized purchase orders:

- Yes**, we require an authorized physical PO to be submitted via email, fax, or postal mail (phone orders not allowed); or
- Yes**, we require an authorized PO number, but do not require a physical PO. Buyers may place phone orders and will provide an authorized PO number; or
- No**, we do not require an authorized PO or PO number for our orders.

Please select one box below regarding authorized buyers:

- Yes**, we require orders to be placed by one of the authorized buyers listed below.
- No**, we do not have an approved authorized buyer stipulation.

Authorized Buyer's Name:

Authorized Buyer's Name:

If you do not require authorized purchase orders and/or if you permit buyers to place phone orders, please be advised that your company will be responsible for orders that were called in and taken from your buyer(s) in good faith.

X _____
Company Name

X _____
Authorized Signature **Date**

X _____
Printed Name **Title**