|  |  |  |
| --- | --- | --- |
|  1410 State Street NorthHartselle, AL 35640Phone: (256) 773-5243Fax: (256) 773-1654 |  | Purchase Order |
| TO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | SHIP TO:**­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | P.O. Number: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [The P.O. number must appear on all related correspondence, shipping papers, and invoices] |
|  |  |
| P.O DATE | REQUISITIONER | Phone | SHIPPED VIA | F.O.B. POINT | TERMS |
|  |  |  |  | Place of Business | Net 30 |
|  |  |
| QTY | UNIT | DESCRIPTION | Budget line item | UNIT PRICE | TOTAL |
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| 1. Please send/attach at least one copy of your invoice/receipt.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications required.
3. Please notify us immediately if you are unable to ship/provide as specified.
4. Send all correspondence to:

**Daphne Baker – Byrd, Smalley, & Adams, P.C. – Certified Public Accountants & Consultants**Physical Address: 237 Johnston St SE, Decatur, AL 35601Mailing Address: PO Box 2179, Decatur, AL 35602Voice: (256) 353-1611Fax: (256) 353-7419 |  |  | subtotal |  |
|  | sales tax |  |
|  | Shipping & handling |  |
|  | OTHER  |  |
|  | TOTAL DUE |  |
|  |  |
|  |  |
| Requested by |  | Authorized by  |  |