



ORDER BRIEF

ORDER DATE AND TIME	SOURCE/CONTACT	WAREHOUSE	PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/>	ORDER NO.
TAX EXEMPT NO <input type="checkbox"/> YES <input type="checkbox"/>		CERTIFICATE ATTACHED NO <input type="checkbox"/> YES <input type="checkbox"/> IN FILE <input type="checkbox"/>		PURCHASE ORDER NO. _____ CONTRACT/PROJECT NO. _____
SHIP TO:		BILL TO:		
_____ _____ _____ ATTENTION: _____ PHONE: _____		_____ _____ _____ ATTENTION: _____ PHONE: _____		
TYPE OF ORDER: MATERIAL SALE <input type="checkbox"/>		N/C PROMO <input type="checkbox"/>		N/C REPLACEMENT <input type="checkbox"/>
SHIP DATE		FREIGHT COMPANY		INSTALLATION STATE
SPECIAL SHIPPING INSTRUCTIONS				
_____ _____ _____				
QUANTITY	PRODUCT NAME & NUMBER	PRICE PER UNIT	TOTAL PRICE	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
ORDER COMMENTS		TOTAL MATERIAL SALES _____		
_____ FREIGHT QUOTES _____ _____ Reviewed By: _____ Review Date: _____		TAX _____ FREIGHT _____ OTHER CHARGES _____ TOTAL PRICE _____ TM: _____		