



7141 Shady Oak Road  
Eden Prairie, MN 55344  
(952) 835-2720 • Fax: (952) 835-3275  
www@allegraep.com

# PURCHASE ORDER

VENDOR: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

P.O. NUMBER: \_\_\_\_\_

PHONE: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

FAX: \_\_\_\_\_

BILL TO:

Allegra

7141 Shady Oak Road

Eden Prairie, MN 55344

SHIP TO: ☐ SAME AS BILL TO

☐ OTHER:

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

QTY	UNITS	DESCRIPTION	UNIT PRICE	TOTAL

REMARKS				

The above purchase order number must appear on all related correspondences, shipping papers, and invoices.

SUBTOTAL

SHIPPING

OTHER

TOTAL

Approved By: Allegra Print & Imaging Contact