

# Purchase Order Request

Date of Request:

Contact Person:

Customer Name:

Customer #:

Sales Order #:

Form ID #:

Job Description:

Quantity:

Samples Requested:

Vendor Name:

Vendor #:

Quote #:

Price:

Date to Vendor:

Date Back From Vendor:

Vendor instructions:

Special instructions:

Customer Number

Bill to

Ship to

Order#

Warehouse 05

PO#

Cost Center

Order Date

Ship Date

Line	Item	Description	Ship Qty
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# KENNING OUTSOURCE

Date: \_\_\_\_\_

Check all that apply:                      Diecut                      Score                      Fold                      Diecut and Glue

Apply Tape Strip

Return: (Check)                      Flat                      Folded

Kenning Trims to Final Size:                      Yes                      No

Die:                      Standing                      New

Pocket Size:                      3 3/34"                      4"                      Other

Business Card Slits:                      Left                      Right                      Other

**Description:** \_\_\_\_\_

**POS Form ID Number:** \_\_\_\_\_

**Quantity: to Produce:** \_\_\_\_\_

**Number of Samples:** \_\_\_\_\_

**Requested Completion Date:** \_\_\_\_\_

**Purchase Order Number:** \_\_\_\_\_ **Previous Purchase Order:** \_\_\_\_\_

**Quote Number:** \_\_\_\_\_

**Number of Skids Sent:** \_\_\_\_\_

**Box Size Sent:** \_\_\_\_\_

**Good Sheets To Kenning:** \_\_\_\_\_

**Number of Boxes Sent:** \_\_\_\_\_

**Please return extra boxes**

Please see attached purchase order for additional information.  
Questions, please call:

Palmer Printing / Professional Office Services Inc.  
2902 South 3rd Street  
Waite Park, MN 56387  
(320)-252-0033

# Business Card Slits

