

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

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

