



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