

Purchase Order Request

Date of Request:

Contact Person:

Customer Name:

Customer #:

Sales Order #:

Form ID #:

Job Description:

Samples Requested:

Quantity:

Samples Requested:

Vendor Name:

Vendor #:

Quote #:

Price:

Date to Vendor:

Date Back From Vendor:

Vendor instructions:

Special instructions:

Packing List PALMER PRINTING/PROFESSIONAL OFFICE SERVICES, INC.

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:

<u>Check all that apply:</u>	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:	<u>3 3/4"</u>	<u>4"</u>	Other	
Business Card Slits:	<u>Left</u>	<u>Right</u>	Other	

Description:

Quantity: to Produce:

Number of Samples:

Requested Completion Date: _____

Purchase Order Number: 1234567890 **Previous Purchase Order:** 9876543210

Number of Skids Sent:

Box Size Sent:

Good Sheets To Kenning:

Number of Boxes Sent: _____

Please return extra boxes

Questions, please call:

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

Business Card Slits

