



Allegra Print & Imaging
Building Relationships. Designing Solutions.

2980 Commers Drive, Suite 500 • Eagan, MN 55121
 Phone (651) 645-1224 • Fax (651) 645-4011

PURCHASE ORDER

TO:

Company: _____
 Attn: _____
 Phone: _____
 Fax: _____

BLIND SHIP TO: *(if different than bill to)*

Company: _____
 Attn: _____
 Address: _____
 City/St/Zip: _____

ORDER DATE	ORDERED BY	VENDOR QUOTE NUMBER	PREVIOUS PO NUMBER	IN-HANDS DATE	SHIP VIA	TERMS

QTY	ITEM NUMBER	DESCRIPTION	COLOR	SIZE	UNIT PRICE	TOTAL

Imprinting Instructions:

Imprint Color(s): _____
 Imprint Location(s): _____

 Other Information: _____

 Max Imprint Area: _____ Date Artwork Emailed: _____
 Artwork emailed to: _____

SUBTOTAL		
SET-UP CHARGE		
OTHER		
ESTIMATED SHIPPING		
TOTAL		

Additional Information:

Send _____ samples to us. ATTN: _____

Please enter this order in accordance with the prices, terms, delivery method and specifications listed above. Production of this purchase order signifies an acceptance of pricing, turnaround time and payment terms noted on this form. Any deviation from this must be approved by Allegra Print & Imaging before production begins.

Purchase Order number must appear on all related correspondence, shipping papers and invoices and all paperwork should be sent to Allegra Print & Imaging.

Please notify us immediately if you are unable to ship as specified.

By accepting this purchase order, you and your company agree that the name and all contact information concerning the customer of Allegra Print & Imaging is part of Allegra Print & Imaging's customer list and is proprietary information of Allegra Print & Imaging. The customer name and contact information is provided solely for shipping the goods ordered and cannot be used to solicit or contact the customer. Should you or your company use the customer name or contact information for any other purpose, you or your company agree to give Allegra Print & Imaging the revenue from all sales in Allegra Print & Imaging's selling area that your company makes.