

Browse 25 Purchase Order Checklist

Please include the following information when filling out your Purchase Order:

- Purchase Order #
- Order date
- In-hands date (firm or flexible)
- Contact Name, including email address and telephone number
- Company Name and telephone number
- Bill To address
- Ship To address, including delivery recipients name
- Item #
- Product description, to include decoration method
- Item color
- Decoration color
- If lanyard, please note attachment options
- Quantity
- Unit Price
- Set Up Charge
- Any special notes or instructions