Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Credit Card Payment Option



Name on card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp Date \_\_\_\_\_\_\_\_\_\_\_\_\_ CVC \_\_\_\_\_\_\_\_\_\_\_\_\_

Zip code \_\_\_\_\_\_\_\_\_\_\_\_\_\_

*P. O. Box 206*

*Milwaukee, WI 43201*

*1-888-590-5625 phone*

*1-704-535-5189 FAX*

*Southeastlocksupply@gmail.com*

|  |  |  |
| --- | --- | --- |
|  |  | Purchase Order  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **PO # \_\_\_\_\_\_\_\_\_\_\_\_\_**  FAX Purchase Order to:  1-704-535-5189 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bill To** | | | [Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone]  [Contact email] | | | **Ship To** | | | [Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone]  [Contact email] | |
| **Shipping Method** | | | | **Terms** | | | | **Requested Delivery Date** | | |
| Best Way | | | |  | | | |  | | |
|  | | | | | | | | | | |
| **Qty** | **Item #** | **Description** | | | **Control Key\*** | | **Unit Price** | | | **Line Total** |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
|  |  |  | | |  | |  | | |  |
| **Total Due** | | | | | | | | | |  |
| **Sales Tax** | | | | | | | | | | N/A |
| **Total** | | | | | | | | | |  |
| Cancellation/Change Policy: We hereby acknowledge that due to the nature of the Made-to-Order Custom products being requested by this Purchase Order that Southeast Lock Supply cannot accept any cancellations or returns and that any additions will require a separate order.  Key Control: To match the locks on this order to an existing key, specify the key number stamped on the face of the key. Otherwise indicate “New System”  Shipping: Shipping charges will be added.  Terms: Normal net 30 day terms apply to all purchase orders from existing customers and most public and private schools within the continental United States.  Office Use:  Sales Order #: | | | | |  | | | | | |