

PURCHASE ORDER AUTHORIZATION FORM

TO PLACE AN ORDER, PLEASE FILL OUT SECTIONS 1 – 5 OF THIS FORM.

1) PRODUCT(S) BEING ORDERED

Please fill out the chart below with the items being ordered:

PART NUMBER	DESCRIPTION	PRICE EACH	QUANTITY	TOTAL PRICE
GRAND TOTAL				\$

2) SHIP-TO ADDRESS

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: (_____) _____ - _____

Delivery Type: ☐ Dock-to-Dock ☐ Liftgate ☐ Inside Delivery

3) BILLING ADDRESS

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

4) PAYMENT

Order / Reference Number: _____

Payment Type: ☐ WIRE ☐ ACH ☐ CHECK

Credit Card Payments may incur a 2.75% processing fee.

Credit Card Type: ☐ Master Card ☐ American Express
☐ Discover Card ☐ Visa

Credit Card Number: _____

Expiration Month: _____ Expiration Year: _____ Security Code: _____

5) CONFIRMATION

I hereby affirm that I am the owner of, or am authorized to make transactions for, the above referenced company; and hereby authorize on behalf of my company to place an order for the above mentioned item(s) with So-Low Environmental Equipment Company.

Signature of authorized individual

Date

Print Name