



Purchase Order Requirements

- Your Company's Purchase Order Number
- Purchase Order Date
- Payment Method
- Bill to Address
- Ship to Address
 - Advise Drop Ship Information if applicable
 - Advise if necessary to Ship Blind if applicable
- Shipping Terms (Collect, Prepay & Add, Third Party or Customer Pick-up)
- Authorized Buyer / Contact Name
- Authorized Buyer / Contact Phone Number
- Authorized Buyer Signature
- Your Finished Product Item Number
- Finished Product Description
- Finished Product Ordering Quantity
- Finished Product required or anticipated completion date.
- IMS's Quoted Price
- IMS's Quote Number
- IMS's Sales Representative's Name
- Any information not noted on your quote or in written correspondences with your Sales Representative or Customer Service Representative.