## **PURCHASE ORDER**

No. \_\_\_\_

TO	DATE	
	DATE /	
326 N. Ogden LLC	1/28/16	
ADDRESS	DATE REQUIRED	
328 N. Ogden		
CITY, STATE, ZIP	TERMS .	
SHIP TO	HOW SHIPPED	
ADDRESS	REQ. NO. OR DEPT.	
CITY, STATE, ZIP	FOR	

QUANTITY	DESCRIPTION	PRICE	UNIT
1	Installing 3 outdoor		
2	lighting		
3			
4	Repair skylight above	unit 2	28
5	Repair skylight above Put dishwasher in its place	(326)	210
6	Total	# 185	
7			
8			
9			
10			
11			
12			

## **IMPORTANT**

PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES-PACKAGES, ETC. PLEASE NOTIFY US IMMEDIATELY IF YOU ARE UNABLE TO COMPLETE ORDER BY DATE SPECIFIED. PLEASE SEND INVOICE WITH ORIGINAL PURCHASE ORDER

**PURCHASING AGENT**