

PURCHASE ORDER CHECKLIST

X	REQUIREMENT
	PO Number identified
	Fulfilment company identified
	Address and contact information provided
	Point of contact identified with email / phone
	Customer identified
	Customer address and contact information correctly listed
	Shipping Address verified
	Dated correctly
	Supplier identified
	Delivery schedule provided
	Shipping method provided
	Part Numbers identified
	Images are clear, if applicable
	Terms and Conditions provided and match quote, if applicable
	Prices and Quantities verified
	FOB specifies origin
	Export compliances met

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