**[](http://bit.ly/2LjxjgM)PURCHASE ORDER CHECKLIST**

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| **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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