

INFORMATION REQUEST

To :

PLEASE REPLY BY			DATE	THIS IS OUR REF. #
THIS FORM <input type="checkbox"/>	PHONE <input type="checkbox"/>	WIRE <input type="checkbox"/>		
INFORMATION REQUEST-URGENT PLEASE REPLY IMMEDIATELY TO ITEMS CHECKED BELOW				
OUR PURCHASE ORDER NO.	DATE OF ORDER	ITEM NO.	YOUR REFERENCE	

- | | |
|---|--|
| <input type="checkbox"/> 1. RUSH SHIPMENT. ADVISE EARLIEST DATE.
<input type="checkbox"/> 2. PLEASE ACKNOWLEDGE OUR ORDER AND GIVE SHIPPING DATE.
<input type="checkbox"/> 3. PLEASE MAIL ACCEPTANCE COPY OF OUR PURCHASE ORDER .
<input type="checkbox"/> 4. WHEN WILL SHIPMENT BE MADE? IF SHIPPED ADVISE METHOD.
<input type="checkbox"/> 5. PLEASE MAIL SHIPPING INVOICE.
<input type="checkbox"/> 6. MATERIAL NOT RECEIVED. PLEASE TRACE AND ADVISE.
<input type="checkbox"/> 7. WILL YOU SHIP ON DATE SHOWN ON OUR PURCHASE ORDER?
<input type="checkbox"/> 8. WILL YOU SHIPPED AS PROMISED? | <input type="checkbox"/> 9. DID YOU SHIP AS PROMISED?
<input type="checkbox"/> 10. WHAT QUANTITY CAN YOU PART SHIP AND WHEN?
<input type="checkbox"/> 11. WHEN WILL BALANCE OF ORDER BE SHIPPED.
<input type="checkbox"/> 12. PLEASE MAKE SURE SHIPMENT IS MADE VIA.
<input type="checkbox"/> 13. PLEASE ACKNOWLEDGE CHANGE MADE ON ABOVE ORDER.
<input type="checkbox"/> 14. HAVE YOU CONSIDERED THIS ORDER COMPLETE.
<input type="checkbox"/> 15. PLEASE ADVISE US REGARDING BACK ORDER ITEMS.
<input type="checkbox"/> |
|---|--|

REPLY TO ⇒ SIGNED

REPLY:

DATE _____ VENDOR _____ BY _____

ORDER ACKNOWLEDGEMENT

SOLD TO: _____ SHIP TO: _____
 ADDRESS: _____ ADDRESS: _____
 CITY _____ STATE _____ CITY _____ STATE _____

SAME AS SOLD TO UNLESS OTHERWISE NOTED ABOVE.

YOUR ORDER NO.	DATED	DATE WANTED	OUR ORDER NO.	TERMS	SALESMAN
SHIPMENT WILL BE MADE ON OR BEFORE		VIA	F.O.B		PPD. OR COL.

QUANTITY	NUMBER	DESCRIPTION	PRICE	AMOUNT

THIS ACKNOWLEDGEMENT IS AN EXACT COPY OF YOUR ORDER AS IT HAS BEEN ENTERED. TO AVOID ERROR, PLEASE CHECK THE SPECIFICATIONS SHOWN ON THIS SHEET AND ADVISE US PROMPTLY IF THEY ARE NOT IN ACCORDANCE WITH YOUR REQUIREMENTS.