

Drop In Purchase Order



Machining | Assembly | Metal Finishing

Printed copies are uncontrolled unless stamped "CONTROLLED" in red ink

Doc # 17050001

Reference: AS9100 8.4.1, 8.4.2, 8.4.3

Rev: A, 2-21-17

This form is to be used if and when a customer does not supply a contract of their own.

Purchase Order Number: _____

*If no Purchase Order is supplied, use Date and Military Time. (ie: February 28, 2017 @ 5:15pm, PO# = '0228171715')

Company/Customer Name:	
Part Number and/or Part Description:	
Quantity:	
Drop Off Date:	
Requested Due Date:	
Process Requirements:	
Payment: (Terms/Cash/Credit) <small>*If Credit, will need to fill out Credit Card Form, which is to be turned into Finance Mgr. immediately.</small>	
Total \$: <small>*May need to be filled out at later time by Customer Service, if TBD – if so, customer to note if need to be notified prior to processing.</small>	

Customer Contact Name (printed): _____

Signature: _____

Telephone Number: _____

Email Address: _____