



P. O. Box 206
 Milwaukee, WI 43201
 1-888-590-5625 phone
 1-704-535-5189 FAX
 Southeastlocksupply@gmail.com

Purchase Order

Date: _____

PO # _____

**FAX Purchase Order to:
 1-704-535-5189**

Bill To [Name]
 [Company Name]
 [Street Address]
 [City, ST ZIP Code]
 [Phone]
 [Contact email]

Ship To [Name]
 [Company Name]
 [Street Address]
 [City, ST ZIP Code]
 [Phone]
 [Contact email]

Shipping Method	Terms	Requested Delivery Date
Best Way		

Qty	Item #	Description	Control Key*	Unit Price	Line Total

Total Due	
Sales Tax	N/A
Total	

Cancellation/Change Policy: We hereby acknowledge that due to the nature of the Made-to-Order Custom products being requested by this Purchase Order that Southeast Lock Supply cannot accept any cancellations or returns and that any additions will require a separate order.
Key Control: To match the locks on this order to an existing key, specify the key number stamped on the face of the key. Otherwise indicate "New System"
Shipping: Shipping charges will be added.
Terms: Normal net 30 day terms apply to all purchase orders from existing customers and most public and private schools within the continental United States.

Office Use:
 Sales Order #:

Signature _____ Date _____

Credit Card Payment Option



Name on card _____

Number _____

Exp Date _____ CVC _____

Zip code _____