

# Government Purchase Order Information

- Authorized agency signature required for invoiced order and if original information changes.
- Credit card holder signature required for credit card order and if original information changes.
- Credit card orders bill when shipped, see GSAR 552.232-80 (C).
- Modification required with agency signature when change to original order involves product, unit cost or total value.

Agency P.O. # \_\_\_\_\_

**Contract #** \_\_\_\_\_

Bill-to Address \_\_\_\_\_

Ship-to Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bill-to Phone # \_\_\_\_\_

Traffic Contact Phone # \_\_\_\_\_

Bill-to FAX # \_\_\_\_\_

Traffic Contact Name \_\_\_\_\_

ORDER TYPE (check box that applies)

Invoice     Credit Card (CC)

DELIVERY TYPE (check box that applies)

Standard Dock     Inside Delivery     Install

Agency Signature \_\_\_\_\_  
(for invoiced order)

Delivery is tailgate to a standard dock, FAR 52.247-34.  
Inside delivery available. Additional \$ will apply as required.

Credit Card # \_\_\_\_\_

Special Instructions/Requests/Mark For: \_\_\_\_\_

Credit Card Expire Date \_\_\_\_\_

\_\_\_\_\_

Credit Card Holder \_\_\_\_\_

\_\_\_\_\_

Credit Card Bill-to (city, state, ZIP) \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

**Servicing Dealer** \_\_\_\_\_

FAX # \_\_\_\_\_

Contact \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Phone # \_\_\_\_\_

Account # \_\_\_\_\_

**Please provide signature on line above and be sure to include total dollar amount in space below.**

QTY	MODEL	COLOR	TAG	LIST \$	DISC.%	UNIT \$	EXTENDED \$
Total \$							

See Attached Quote \_\_\_\_\_ # Pages to Follow



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