



Purchase Order Form

Account Information			
Merchant MID:		Date:	Team:
Merchant DBA:		Sales Rep:	
Phone Number:		Sales Manager:	
Address:			
Equipment Information			
Equipment Type	Bill To	Quantity	Price
☐ 3 Pay* ☐ 4 Pay* (*Subject to approval, minimum \$1500 sub total required)			Sub Total: \$
Shipping Information			
Attention To:		Ship To: ☐ Merchant DBA ☐ Sales Rep ☐ Other	
Street Address:			
City:	☐ Ground: (Free)		
State:	☐ 2 Day: Coverd by Rep / Merchant / WPI *Circle One		
Zip:	☐ Overnight: Coverd by Rep / Merchant / WPI *Circle One		
WPI Internal			
WPI Authorized Signature:			
Exception/Special Instructions:			
Billing Information			
☐ Credit Card *Copy of Drivers License Required		☐ ACH (Attach Voided Check)	
Credit Card #:		Routing:	
Exp Date:	CVV: /	Account #:	
Card Holders Name:		Name on Account:	
Terms & Conditions		Name of Bank:	
Return Policy: Item must be unopened and returned within 14 days to be eligible for a refund. All returned orders are subject to a 25% restocking fee. Purchase order will be charged immediately after MID is generated.			S&H Cost: \$
			Sales Tax: \$
Authorizing Signature:		*Texas based business subject to sales tax only.	
2nd Authorizing Signature:		Total Amount To Be Billed:	\$