**Telephone Sale Order Form**

|  |  |
| --- | --- |
| **Customer PO #** |  |
| **Order Date** |  |

|  |  |  |
| --- | --- | --- |
| **Bill To** |  | **Ship To** |
| Company Name |  |  | Company Name |  |
| Address  |  |  | Address  |  |
| City, State, ZIP Code |  |  | City, State, ZIP Code |  |
| Country  |  |  | Country  |  |
| Attn: Person |  |  | Attn: Person |  |
| Phone # |  |  | Phone # |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Z-Comm PN** | **Customer PN** | **Dock Date** | **Comments** | **Unit Cost** | **QTY** | **Total** |
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|  |  |  |  |  |  |  |
| Subtotal  |  |
| Tax Exempt  |  |
| Payment Terms |  |
| Shipping Method |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Credit Card Number | Name on Card | Exp (MM/YYYY) | **Terms of Sale** |
|  |  |  |  |
| Printed Name | Signature | Date |
|  |  |  |

|  |
| --- |
| The undersigned is a duly authorized purchasing agent of the above referenced organization and is authorizing the purchase of this equipment. |