**PURCHASE ORDER CHECKLIST**

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| **REQUIREMENTS** |
| **□** | PO Number identified |
| **□** | Fulfilment company identified |
| **□** | Address and contact information provided |
| **□** | Point of contact identified with email / phone |
| **□** | Customer identified |
| **□** | Customer address and contact information correctly listed |
| **□** | Shipping Address verified |
| **□** | Dated correctly |
| **□** | Supplier identified |
| **□** | Delivery schedule provided |
| **□** | Shipping method provided |
| **□** | Part Numbers identified |
| **□** | Images are clear, if applicable |
| **□** | Terms and Conditions provided and match quote, if applicable |
| **□** | Prices and Quantities verified |
| **□** | FOB specifies origin |
| **□** | Export compliances met |