



## Purchase Agreement

THIS AGREEMENT IS USED IN LIEU OF A PURCHASE ORDER

\_\_\_\_\_  
School or Library Name

\_\_\_\_\_  
"Bill to" Name

\_\_\_\_\_  
"Ship to" Name

\_\_\_\_\_  
"Bill to" Address

\_\_\_\_\_  
"Ship to" Address

\_\_\_\_\_  
City

\_\_\_\_\_  
City

\_\_\_\_\_  
State          Zip

\_\_\_\_\_  
State          Zip

\_\_\_\_\_  
Net 30  
Payment Terms

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Y or N

\_\_\_\_\_  
*Would you like TOS items backordered?*

\_\_\_\_\_  
TOTAL AMOUNT DUE

Please review the attached order. If you are in agreement with the items ordered, quantities, prices, shipping and billing information, and payment terms, please sign and date below. Order and this form may be given to your sales rep or faxed directly to 218-742-9990.

\_\_\_\_\_  
Authorized Purchasing Agent

\_\_\_\_\_  
Date