



## Purchase Agreement

*THIS AGREEMENT IS USED IN LIEU OF A PURCHASE ORDER*

\_\_\_\_\_  
School or Library Name Purchase Order # if applicable

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City

\_\_\_\_\_  
City

\_\_\_\_\_  
State          Zip

\_\_\_\_\_  
State          Zip

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

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

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Y or N  
*Are Back Orders Allowed?*

\_\_\_\_\_  
Email

**TOTAL AMOUNT DUE**

Please review the attached order. Sign & date below to indicate you are in agreement with the items ordered, quantities, prices, payment terms, shipping and billing information. Please return your order and this form to your sales representative. Or, it can be faxed directly to 218.742.9990 I understand that my signature indicates a promise to pay for this order.

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

\_\_\_\_\_  
Date