

## **Purchase Order- Necessary Information**

In an on-going effort to provide best-in-class support to our customers we ask that the information below be provided to assist orders in being processed, shipped, and delivered in an efficient and timely manner.

Once this information has been received, Dorner will proceed with the order and a confirmation will be submitted. If you have any questions, please contact us!

## **Purchase Order Information:**

Ship to address
Bill to address
Attention to if applicable
Purchase Order to reference
Item number, quantity and price/quote ** Include approved discount if applicable
Carrier preference  ** If international please supply broker information.
Carrier account number if applicable  ** If no account number or carrier is specified order will ship prepay and add per Dorners selected carrier.
Terms and conditions
Email address to send acknowledgement