



## 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 and contact**  
\*\* Include name, email, and phone number.
- 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**