

Special Order Item Acknowledgment

The items listed below are non-stock items for us and for our manufacturers. These items shall be manufactured exclusively for this purchase order. There is no other known demand for these items. As such, there are restrictions to what may be canceled and what may be returned.

_____ company name (buyer) _____ purchase order number _____ PO date _____ customer ID#

	PO Item #	Part Number	Quantity on PO	Restrictions	
				Cancelable Quantity ¹	Returnable Quantity ²
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Notes:

¹ Cancellation request must be made within one (1) week of purchase order placement.

² Return request must be made within thirty (30) days of receipt.

As an authorized representative of my company, I accept on behalf of my company these conditions and restrictions associated with my purchase order shown above.

_____ by (signature) _____ date _____ witnessed by (signature)

_____ name (print) _____ name (print)

_____ title (print) _____ date

_____ email address _____ phone number