PURCHASE ORDER

Ship To/ Bill To: Pittsfield Elementary School
34 Bow Street
Pittsfield, NH 03263

Tel. 603-435-8432 Fax # 603-435-7358

Vendor:

Tel:
Fax:
Website:

Purchase Order #

Your invoice must show
This order number

MARK ALL PACKAGES ATTENTION OF:

Date	Requisitioned By

Pittsfield Elementary School
Pittsfield, NH 03263

Quantity	Description	Catalog No.	Unit Price	Amount
		SHIPPING & HANDLING		
			TOTAL	

1. All goods received with privilege to inspect and return at shipper's expense if defective or not as specified.
2. Our order number must appear on all packages, including materials shipped against this order by parties other than primary vendor.
3. Prepay all shipments. Do not ship by Railway express.
4. Price differences must be confirmed by vendor before shipping or delivery will not be accepted.
5. By agreeing to deliver the materials marked with "NIMAS" on this contract or purchase order, the publisher agrees to prepare and submit, on or before / / , a NIMAS file set to the NIMAC that complies with the terms and procedures set forth by the NIMAC. Should the vendor be a distributor of the materials and not the publisher, the distributor agrees to immediately notify the publisher of its obligation to submit NIMAS file sets of the purchased products to NIMAC. The files will be used for the production of alternate formats as permitted under the law for students with print disabilities.

Account: _____

Authorized By: _____ Date: _____