



10557 Metric Dr. • Dallas, TX 75243  
 Phone: 800-323-2439 / 214-340-0265  
 www.knightedu.com

# Purchase Order

Print and fax to 214-340-5870

Date \_\_\_\_\_

Customer PO # \_\_\_\_\_

Knight SO # \_\_\_\_\_

**Ship To:** \_\_\_\_\_

**Bill To:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Item Number	Description	Size	Color	Units	Cost	Total

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Grand Total** \$ \_\_\_\_\_

**Approved by** \_\_\_\_\_

**Payment Terms**

- Credit Card, Cash, Cashier's Check, or Money Order accepted.
- Products will not be shipped with check payments until funds have cleared.
- Credit card payments will only be accepted and processed once all credit information is completed and approved. Please contact us for more information concerning Credit Card payments.
- To set up an account with terms, a Credit Application needs to be completed and approved. Please contact us to request an application for review and approval.

<b>For Office Use Only</b>
Delivery Date
Terms
Ship Via