

MARTEL ELECTRONICS

Since 1957

23221 E. La Palma Ave.
 Yorba Linda, Ca 92887
 800-553-5536 Ext 106
 800-553-6954

PURCHASE ORDER FORM

We only Accept Purchase orders from the following agencies: Federal, State, County & City government entities. All others must be prepaid.

BILL TO:

 Your Agency

 Street

 City,State,Zip

SHIP TO:

[Recipient Name]
 (Name) _____
 [Street Address] _____
 [City, ST ZIP Code] _____
 [Phone Number] (_____) _____

P.O. NUMBER:

(P.O. Number if needed)
[The P.O. number must appear on all related correspondence, shipping papers, and invoices]

P.O DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
		[Description of Item]		

SUBTOTAL		
SALES TAX (APPLIES TO CALIFORNIA SHIPMENTS ONLY)		8.0%
SHIPPING AND HANDLING		
OTHER		
TOTAL		

1. Fill out this Purchase Order Sheet
2. Fax or email this sheet and a cover sheet of your departments letterhead to 1.714-692-1835 or Email Margie@MartelElectronics.com
3. If you need our W -9 Form please email Margie@MartelElectronics.com
4. Send all correspondence to:
 Margie
 23221 E. La Palma Ave.
 Yorba Linda, Ca 92887
 800-553-5536 Ext 106
 800-553-6954

Purchasers Signature X _____
 Authorized by [Your Name] _____ Date _____