

LEEDS ARCHITECTURAL LETTERS OF ALABAMA, INC.
P.O. BOX 40
LEEDS, ALABAMA 35094
PHONE#: (205) 699-5271 FAX#: (205) 699-3342

CHARACTER PURCHASE ORDER

(Please fill in the appropriate spaces)

PURCHASE ORDER NO. _____

DATE: _____

JOB NAME: _____

VENDOR INFORMATION:

SHIP TO INFORMATION:

MATERIAL ORDERED: _____ QUANTITY: _____

STYLE OF CHARACTER: _____ FINISH: _____

SIZE: _____ MOUNTING: _____

DEPTH IF FABRICATED: _____

WORDING: _____

PRICE PER CHARACTER: _____

TOTAL PRICE: _____
(Excluding tax/shipping cost)

SHIPPING: (Will be added at time of shipment)

TAX IF APPLICABLE: 4% State of Alabama Sales tax – 10% Leeds – 10% Birmingham
(No out of State sales tax, to be paid by Vendor)

***Credit terms are 50% deposit, balance at time of shipment.

Visa/MC payment is accepted as well as personal check. For Visa/MC Payment fill in the below information.

Name on card: _____ Billing Address: _____

Card Number _____ Expiration Date: _____