



PURCHASE ORDER

Billing Dept./Mail to:
 3101 Polk Court, Glenarden, MD 20706
 Phone: (240) 882-1662
 Email: info@thecommoditiesgroup.com

DATE: ENTER DATE

The following number must appear on all related correspondence, shipping manifests, and invoices:
DUE DATE: 48 HOURS FROM PO DATE
SHIPPING METHOD: AIR FREIGHT
PAYMENT METHOD: WIRE TRANSFER

TO:

Contact Name
 Company Name
 Street Address
 City, ST ZIP Code
 Phone/Fax
 Email Address

SHIP TO: (SITE TO BE SHIPPED, NO PO BOXES)

Contact Name
 Company Name
 Street Address
 City, ST ZIP Code
 Phone/Fax
 Email Address

SALESPERSON	P.O. NUMBER	DUE DATE	SHIPPED VIA	TERMS
		48 HRS FROM PO DATE	AIR FREIGHT	Due on receipt

ITEM	DESCRIPTION	QTY/HOURS	UNIT PRICE	TOTAL

SUBTOTAL	
SALES TAX	
SHIPPING & HANDLING	
TOTAL DUE	

Shipment Via Air Freight – based on confirmed receipt of Balance of Payment. Additional invoice/partial invoice will be issued for remaining balance.

Shipment Fulfillment:

Customer will communicate with Assigned Consultant:

****50% will be made available immediately (down payment) | ***50% will be placed in holding account – immediately payable/released on SGS Report**

Business/Agency Authorized Signature Date

If you have any questions concerning this invoice, contact: Donjuan Williams at (240) 882-1662 or Email dj@thecommoditiesgroup.com.

THANK YOU FOR YOUR BUSINESS!