PURCHASE ORDER SUBMITTAL CHECKLIST

Customer Name: _____   Date: _____

Item	Completed
Purchase Order from customer: ☐ Correct billing address (if different than original, may be a new customer) ☐ Shipping address ☐ Read through terms and conditions ☐ Check if any additional certs are required for customer (man. COC, end user, resale, etc.) ☐ Check PO pricing against quote ☐ Correct part numbers ☐ Type of Customer (End User, Depot, Broker, etc.) ☐ Correct Terms (Provide CC Auth and notify 4% fee)	
Complete Shipping Instructions: ☐ Ship Via ☐ Account number	
Valid Customer Quote *(within 30 days)*	
Valid Vendor Quote *(if needed)*	
End User Certificate: *(if applicable)* ☐ Purchasing company name and address ☐ Correct PO number ☐ Box checked for will/will not be exported out of U.S. ☐ End user country ☐ End user name ☐ End user application (turbine model) ☐ Customer name, signature, and signature name	
Current Resale Certificate *(FL, TN, TX required)*	
New Customer Form: *(if applicable, completed in its entirety)* ☐ Tax ID number ☐ How customer heard about TTI ☐ Billing address ☐ Customer Type ☐ Buyer/AP contact information ☐ Pay preference	
Email all information: ☐ ADMIN Email ☐ WH Email	