



PURCHASE ORDER SUBMITTAL CHECKLIST

Customer Name: _____ Date: _____

Purchase Order #: _____ Salesperson: _____

Item	Completed
PURCHASE ORDER FROM CUSTOMER: <input type="checkbox"/> Correct billing address (if different than original, may be a new customer) <input type="checkbox"/> Shipping address <input type="checkbox"/> Read through terms and conditions <input type="checkbox"/> Check if any additional certs are required for customer (man. COC, end user, resale, etc.) <input type="checkbox"/> Check PO pricing against quote <input type="checkbox"/> Correct part numbers <input type="checkbox"/> Type of Customer (End User, Depot, Broker, etc.) <input type="checkbox"/> Correct Terms (Provide CC Auth and notify 4% fee)	
COMPLETE SHIPPING INSTRUCTIONS: <input type="checkbox"/> Ship Via: _____ <input type="checkbox"/> Account No.: _____ <input type="checkbox"/> Other (explain): _____ <input type="checkbox"/> Insurance (Int'l only): Y or N	
VALID CUSTOMER QUOTE W/ EMAIL STRING <i>(within 30 days)</i>	
VALID VENDOR QUOTE W/ EMAIL STRING <i>(if needed)</i>	
END USER CERTIFICATE: <i>(if applicable)</i> <input type="checkbox"/> Purchasing company name and address <input type="checkbox"/> Correct PO number <input type="checkbox"/> Box checked for will/will not be exported out of U.S. <input type="checkbox"/> End user country <input type="checkbox"/> End user name <input type="checkbox"/> End user application (turbine model) <input type="checkbox"/> Customer name, signature, and signature name	
CURRENT RESALE CERTIFICATE <i>(FL, TN required)</i>	
NEW CUSTOMER FORM: <i>(if applicable, completed in its entirety)</i> <input type="checkbox"/> Tax ID number <input type="checkbox"/> Buyer/AP contact information <input type="checkbox"/> How customer heard about TTI <input type="checkbox"/> Pay preference <input type="checkbox"/> Billing address <input type="checkbox"/> Resale Certificate for FL or TN <input type="checkbox"/> Customer Type <input type="checkbox"/> Form W-9 (must match PO)	
EMAIL ALL INFORMATION: <input type="checkbox"/> ADMIN Email	

<input type="checkbox"/> WH Email	
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