PURCHASE ORDER

Finger Lakes Trail Conference, Inc.

6111 Visitor Center Road
Mt. Morris, New York 14510
(585) 658-9320
FLTinfo@fingerlakestrail.org

P.O. NO.
DATE

VENDOR		SHIP TO	
Name:		**Name:**	
Company Name:		**Company Name:**	
Street Address:		**Street Address:**	
City, State, Zip:		**City, State, Zip:**	
Phone:		**Phone:**	

REQUISITIONER	SHIPPING METHOD and TERMS	DELIVERY DATE

QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
					$ -
				SUBTOTAL	$ -
				SALES TAX	Tax Exempt
				TOTAL	**$ -**

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notifiy us immediately if you are unable to ship as specified.
4. Send all correspondence to:

Finger Lakes Trail Conference
6111 Visitor Center Road
Mt. Morris, New York 14510
Phone: (585) 658-9320
Fax: (585) 658-2390

Authorized by *Date*