

Purchase Order

Date: _____

PO number: _____

Ship To Address

Name: _____

Address: _____

Address: _____

City: _____, State: _____ Zip: _____ - _____

Contact Information:

Name: _____

Phone number: _____ - _____ - _____ Fax: _____ - _____ - _____

Email address: _____

Photo ID	Size	Numbr	Description	Unit cost	Total

Payment information: Credit card Check (enclosed) Invoice

Credit card information: Visa Mastercard Discover American Express

Card number: _____ - _____ - _____ - _____ Exp date: ____ - ____ Vcode¹ _____

Name on card: _____

Billing address if different from shipping address:

Signature: _____

Information for orders to be invoiced: Please provide contact name, phone, billing address if different from shipping address, banking reference, and three (3) trade references.

Fax or mail completed form to:

Ed Sward Photography

2203 Glen Forest Ln

Plano, TX 75023

Ph: 972-985-0883 Fx: 972-985-3252

¹ Vcode for MC, VISA, Discover is 3 digit number above signature block on back of card; for American Express it is the printed 4 digit number over embossed credit card number on front of card.