CBT Supply, Inc.

FIX IT

Authorization for Completion of Orders to Fulfill Customer Satisfaction

SHIPPING FAX : 866-890-0126
SMARTdesks FAX: 877-620-7411
MANUFACTURING FAX: 410-922-6001

Purchase Order for Original Job _____ Date _____

Job Name _____

Product Description + Model Number _____

☐ Damaged ☐ Missing	**Problem Description:**	**Proposed Action:** **Assigned for Follow-up:**

Replacement Parts or Hardware Required:

Quantity	Part Number
_____	_____
_____	_____
_____	_____
_____	_____

Proposed Responsibility for Cost + Explanation of Billable Nature

☐ Vendor _____

☐ Freight Co _____

☐ Client _____

☐ CBT Purchaser _____

Ship To Address:

Point of Contact: _____

Phone for POC _____

Desired Method of Shipment:

☐ Location to Location ☐ Exact Express

☐ UPS ☐ FedEx

OverNight ☐ Standard ☐ Priority

Ground: ☐ 2 Day ☐ 3 Day

_____ _____

Authorizing Signature Date