

The Order Review Checklist

Purafil strives to exceed customer expectations and having a clear purchase order ensures that we have the information we need to execute successfully. Including this information on your PO also avoids order processing delays. Thanks for being a great partner!

- 1** We want to get your order delivered to the right place and a complete 'Ship To' address and contact information ensures that your order is delivered correctly.
- 2** Tell us when you want your order and we will do our best to meet your date. Our products do have standard lead times, but we will do our best to accommodate rush requests. For equipment orders, we need the month the equipment should be delivered. If this is Hold For Approval, let us know that too.
- 3** Leave the hassle of managing shipments to us – select Pre-Paid & Add or FOB Origin for your freight terms. If you need to plan an Ex-Works, Collect, or Third Party shipment, let us know who to contact when your order is ready.
- 4** Payment terms are typically established by customer and help us manage our accounts receivable.
- 5** For special instructions, please be as detailed as possible so we understand your needs.
- 6** If there is a quote, please include the quote number and send with your PO so we enter your order accurately. For equipment orders, a quote is required.
- 7** Many orders are tax exempt. Be sure to let us know and include an updated tax-exempt form when you send your order to OrderPurafil@filtrationgroup.com



Company Name / Logo Address City, State, Zip Email Phone Number		Purchase Order	
Date			
Bill To	Ship To		
Company Name Address City, State, Zip Email	Company Name Address City, State, Zip Email Phone Number		1
Purchase Order	2 Delivery Date	5 Delivery Instructions	
3 Freight Terms	4 Payment Terms		
Description	Quantity	Price	Amount
6 Item Name	Quantity	Price	Amount
			Total
7	Note: This order is tax exempt. See attached for updated tax-exempt form.		