



## Purchase Order Addendum

### PURCHASE ORDER DATA

Description of production process and requirements: \_\_\_\_\_

Is this the first production cycle for this product?      Yes      No      With these suppliers/manufacturers?      Yes      No

What were the total POs last 30 days? (\$ amt)      \_\_\_\_\_      Last 12 months?      \_\_\_\_\_

Gross Margin of product produced      \_\_\_\_\_

Total production timeline (days)      \_\_\_\_\_      Total shipping timeline (days)      \_\_\_\_\_

Shipping method (sea/air)      \_\_\_\_\_

Will produced items be finished goods?      Yes      No      If not, please describe add'l production:      \_\_\_\_\_

Will orders be produced overseas?      Yes      No      If so, what country(ies)?      \_\_\_\_\_

Import license required?      Yes      No

Will manufacturers/suppliers accept letters of credit?      Yes      No

Will manufacturers/suppliers require down payment?      Yes      No

Will there be drop/direct shipment?      Yes      No      If so, % of orders will be drop shipped?      \_\_\_\_\_

Description of QA process/vendor (if any):      \_\_\_\_\_

Description of Freight Forwarder (if any):      \_\_\_\_\_

Description of warehouse facilities (if any):      \_\_\_\_\_

**Please list the Purchase Order Accounts** (in descending order of size)

Customer Name \_\_\_\_\_ Phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Length of relationship \_\_\_\_\_ Avg PO Amt \_\_\_\_\_

Customer Name \_\_\_\_\_ Phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Length of relationship \_\_\_\_\_ Avg PO Amt \_\_\_\_\_

Customer Name \_\_\_\_\_ Phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

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Customer Name \_\_\_\_\_ Phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Length of relationship \_\_\_\_\_ Avg PO Amt \_\_\_\_\_

Customer Name \_\_\_\_\_ Phone \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Length of relationship \_\_\_\_\_ Avg PO Amt \_\_\_\_\_

**Please list Supplier/Manufacturers** (in descending order of relationship)

Manufacturer _____	Phone _____	City _____	State _____
	Length of relationship _____	Avg Sales Order _____	
Manufacturer _____	Phone _____	City _____	State _____
	Length of relationship _____	Avg Sales Order _____	
Manufacturer _____	Phone _____	City _____	State _____
	Length of relationship _____	Avg Sales Order _____	
Manufacturer _____	Phone _____	City _____	State _____
	Length of relationship _____	Avg Sales Order _____	

**SUPPORTING DATA**

Also Provide:

- 1 Sample purchase order(s) from customers
- 2 Sample invoices to your customers
- 3 Sample sales order(s) to your suppliers/manufacturers (and proforma invoices from them)
- 4 Sample proforma invoices from your suppliers/manufacturers
- 5 Sample freight forwarder documentation (including entry summary, arrival notice/invoices, cargo insurance, delivery instructions)
- 6 Quality Assurance reports

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