



# Purchase Order

**Mail To:**  
 Vocatek Inc.  
 P.O. Box 2405  
 Naperville, IL 60567-2405  
**Fax:**  
 630-236-0230

**Circle Type of Payment**

Purchase Order / Money Order / Check / Credit Card

Purchase Order Number \_\_\_\_\_

Purchase Order Date \_\_\_\_\_

**Bill To:**

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Contact Name \_\_\_\_\_

**Ship To:**

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Fax Number \_\_\_\_\_  
 Contact Name \_\_\_\_\_

**Credit Card:**

Type of Credit Card:
Name as it appears on Card
Expiration Date:
Credit Card Number:
Verification Number: (3 digit number on back of card)
Address of Credit Card Owner:
City / State / Zip:

Language	Description	Quantity	Item Price	Amount
			<b>Sub Total</b>	
			Sales Tax (Illinois residents add 6.75% of subtotal)	
			Shipping Charge (U.S. add 10%, Canada add 15%, others add 20%)	
			<b>Grand Total</b>	