

*Company Name/Address/Phone:*

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Date: \_\_\_\_\_

This letter serves as our PO for the following items:

**Q**                      **Item**

We certify that all goods on this P.O. are for shipment to \_\_\_\_\_ and  
are therefore only the following taxes are applicable:

\_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
*Authorized Signature*

\_\_\_\_\_  
*Name and Title (please print)*