PURCHASE ORDER

HIGH CALLING MUSIC MINISTRY

POST OFFICE BOX 133
SPARTANBURG, SC 29304
WWW.HIGHCALLINGMUSIC.ORG

DATE: _____

SHIP TO: NAME:
ORGANIZATION:
STREET ADDRESS:
CITY/STATE/ZIP CODE:
PHONE:

SHIPPING METHOD	SHIPPING TERMS
USPS	ITEMS WILL BE SHIPPED UPON RECEIPT OF PAYMENT.

QTY	ITEM	DESCRIPTION	UNIT PRICE	LINE TOTAL
	2004 CD	HE DID IT ALL	$ 10.00	
	2007 CD	ONE IN CHRIST	$ 10.00	
1	DONATION	MONETARY GIFT	$ -	

TO PROPERLY PROCESS YOUR PURCHASE ORDER, PLEASE FOLLOW THE INSTRUCTIONS BELOW:

1. ENTER QUANTITY OF ITEM(S) DESIRED AND MULTIPLY BY THE UNIT PRICE.
2. ADD THE LINE TOTALS TOGETHER TO CALCULATE THE SUBTOTAL.
3. MULTIPLY THE SUBTOTAL BY $.06 TO DETERMINE THE TOTAL TAX AMOUNT.
4. ADD THE SUBTOTAL AND SALES TAX AMOUNTS TO CALCULATE THE TOTAL.
5. MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO HIGH CALLING MUSIC MINISTRY.

FOR QUESTIONS OR CONCERNS, PLEASE CONTACT US AT THE FOLLOWING:

EMAIL: INFO@HIGHCALLINGMUSIC.ORG
WEBSITE: WWW.HIGHCALLINGMUSIC.ORG

SUBTOTAL (QTY X UNIT PRICE)	
SALES TAX (SUBTOTAL X .06)	
TOTAL	

AUTHORIZED BY *DATE*