



**1000 Davey Rd.
Woodridge, IL. 60517
(708) 345-0000
Fax (630) 783-8179**

Deposit Check-list>>>> Send to Pam Bonnema in WR

Vendor : _____

- Purchase Order #: _____
- Dollar amount of purchase order: _____
- Deposit (\$ or %) required by vendor: \$ _____ %
- If a deposit is required, does the balance have to be paid prior to shipment? _____

Customer: _____

- Sales order #: _____
- Has customer paid deposit? _____
- Are arrangements made for the balance to be paid prior to shipment? _____
- If not, please explain _____
- If customer has not paid, and you are asking for an exception, please indicate when customer will pay: _____

Salesperson: _____

Send to Pam and she will get Norm Cowie's approval.

Approved _____

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