



Date: _____

Customer: _____

Attention: _____

Thank you for your order. Pinnacle Tool Incorporated cannot process your order without a "Purchase Order" or letter of "Authorization to Proceed."

Sometimes it is not convenient or is impossible for our customers to give us a Purchase Order right away. If that is the case, please verify the information below and sign, giving us authorization to proceed.

When we receive your Purchase Order or this signed Authorization to Proceed, we will process your order as agreed. Purchase Order is required within 15 days of the above date and prior to shipment.

Cancellations will be processed as if a Purchase Order was received. Your cooperation is greatly appreciated.

Pinnacle Tool Incorporated Job #: _____

Pinnacle Tool Incorporated Quote #: _____

Customer's Part #: _____

Description of Job: _____

Delivery Date: _____

Cost: _____

Anticipated date for PO: _____

Customer PO contact: _____

Notes/Comments: _____

Buyer/Customer's Authorization to Proceed

Title

Print Name:

Date