

HEADER/BACKGROUND - YOUR ORGANIZATION'S LETTERHEAD

Creation Date

Vendor:

Indiana University (IU)
Bloomington Drosophila Stock Center (BDSC)
Department of Biology
1001 E. Third Street
Bloomington, IN 47405-7005 USA
E-MAIL flypurch@indiana.edu
FAX (812) 855-2577

Purchase Order Issued to INDIANA UNIVERSITY Bloomington Drosophila Stock Center, USA

This purchasing order is for Drosophila stocks ordered on the BDSC website for BDSC account # XX owned by Dr. Xxxx Xxxx, Title at Institute/Department/Organization, Country. Under this agreement, the BDSC at INDIANA UNIVERSITY will invoice this account once a month for any debits or credits accrued against the account in addition to the uninvoiced orders shipped at least 4 days prior to the invoice date for domestic accounts or at least 8 days prior to the invoice date for nondomestic accounts.

(Choose one, delete the other):

1. This agreement is valid for multiple orders requested during the period from Month Day, Year to Month Day, Year or until the upper limit of USD \$XX has shipped.
2. This agreement is valid for multiple orders requested during the period from Month Day, Year to Month Day, Year. This agreement has no upper US dollar limit.

Invoice(s) must contain our internal billing reference(s): XX

The Billing Address is:

c/o Person's name (if necessary),
University/Company, Institute/Department/Organization,
Street Address,
City Mail Code, Country

Send Invoice(s) via FAX to +xx-xxxx or via email to xx@xx

We hereby confirm payment will be made to INDIANA UNIVERSITY as invoiced within 30 days from the invoice date via either purchasing card, electronic transfer (bank details to be requested), or check drafted against a US bank in USD and posted to the address on the invoice.

Sincerely yours,

NAME1

Signature1- signature authority within department

Role in Organization (Administrator 1)

NAME2

Signature2- signature authority within department

Role in Organization (Administrator 2)

FOOTER/BACKGROUND - YOUR ORGANIZATION'S LETTERHEAD