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## Liquor, Beer, Wine & NAB Purchase Order Form

Type of form: Operational  
See page 167

This form is used to record the specifics of each liquor, beer and wine purchase. When the distributor delivers the shipment of products, the purchase order provides the essential information necessary to verify the shipment's contents. To be most effective, the form should state the name of the individual who placed the order and the name of the person who received the order. The purchase order establishes the critical first step of the inventory control system.

Use this form in conjunction with forms #1, 3, 4, 5, 8, 9, and 10 to get the most out of this information.

## LIQUOR, BEER, WINE & NAB PURCHASE ORDER FORM

Purveyor: Alliance Beverage Date: June 19, 2000

Ordered by: Jim Albright Extended by: \_\_\_\_\_

BRAND & KIND	BIN #	SIZE	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
<i>Cuervo Especial</i>		<i>liter</i>	<i>1 case</i>	\$ 16.00	\$	\$ 192.00
<i>Smirnoff Vodka</i>		<i>liter</i>	<i>1 case</i>	\$ 10.19	\$	\$ 122.33
<i>J &amp; B Scotch</i>		<i>liter</i>	<i>6</i>	\$ 20.84	\$	\$ 125.04
<i>Bailey's Irish Cream</i>		<i>liter</i>	<i>1 case</i>	\$ 22.08	\$	\$ 264.90
<i>Wild Turkey 80</i>		<i>liter</i>	<i>6</i>	\$ 15.83	\$	\$ 94.98
<i>Chambord</i>		<i>750ml</i>	<i>3</i>	\$ 18.18	\$	\$ 54.54
<i>Bass Ale</i>		<i>12 oz.</i>	<i>6 cases</i>	\$ 1.08	\$ 15.00	\$ 140.40
<i>Blossom Hill Chardonnay</i>		<i>1.5 ft.</i>	<i>4 cases</i>	\$ 8.17	\$	\$ 196.00
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$
EXTENSION TOTAL						\$1,190.19

Purveyor: Southern Wine & Spirits Date: June 19, 2000

Ordered by: Jim Albright Extended by: \_\_\_\_\_

BRAND & KIND	BIN #	SIZE	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
<i>Van Gogh Gin</i>		<i>750ml</i>	<i>1</i>	\$ 22.83	\$	\$ 22.83
<i>Maker's Mark</i>		<i>liter</i>	<i>2</i>	\$ 20.25	\$	\$ 40.50
<i>Kahlua</i>		<i>liter</i>	<i>3</i>	\$ 20.17	\$	\$ 60.51
<i>Molinari Sambuca</i>		<i>liter</i>	<i>1</i>	\$ 22.33	\$	\$ 22.33
<i>Sauza Hornitos</i>		<i>liter</i>	<i>2</i>	\$ 20.58	\$	\$ 41.16
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EXTENSION TOTAL						\$ 187.33

# LIQUOR, BEER, WINE & NAB PURCHASE ORDER FORM

Purveyor: \_\_\_\_\_

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

Ordered by: \_\_\_\_\_

Extended by: \_\_\_\_\_

BRAND & KIND	BIN #	SIZE	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
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				\$	\$	\$
					<b>EXTENSION TOTAL</b>	\$

Purveyor: \_\_\_\_\_

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

Ordered by: \_\_\_\_\_

Extended by: \_\_\_\_\_

BRAND & KIND	BIN #	SIZE	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
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				\$	\$	\$
					<b>EXTENSION TOTAL</b>	\$