

Department of Instructional Support Programs MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville, Maryland 20850		PERIODICAL PURCHASE ORDER	
B I L L T O	Professional Library 850 Hungerford Drive Rockville, Maryland 20850 Phone (301) 279-3227	PURCHASE ORDER NUMBER	FISCAL YEAR
S H I P T O	Montgomery County Public Schools Professional Library, Room 50 850 Hungerford Drive Rockville, Maryland 20850	<ol style="list-style-type: none"> 1. All shipments must be prepaid to destination. 2. Invoice all items alphabetically by title. 3. All deliveries, correspondence, invoice and packages must show this purchase order number. 4. Your invoice to be in duplicate mailed to Montgomery County Public Schools Professional Library. 5. Payment for each order made only upon satisfactory completion of final delivery. 6. This is your permanent copy and is not to be returned. 7. DO NOT forward any portion of this order to another vendor. 8. Supply library materials as indicated by enclosed order forms. 9. Supply library bindings whenever possible. 10. Return and give reason on each order form for materials which cannot be supplied. 11. We reserve the right to cancel this order if delivery is not made within 90 days. 	
V E N D O R			
RENEWAL __1__ Subscription __1__ Year	SPECIAL INSTRUCTIONS		TOTAL -----
EXEMPT FROM FEDERAL EXCISE TAX - Reg. No. A-112308 MD. SALES TAX NO. 30001235 D.C. SALES TAX NO. 806-09125-06			
_____ <i>Signature, Librarian, Professional Library</i>			
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