

NAVY C.O.D. ORDER (4370)

NAVSUP FORM 1321 (5-68)

DATE OF ORDER	ORDER NO.
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This is a C.O.D. order and is used to eliminate costly paper work on small purchases. Ship immediately C.O.D. provided total cost, including C.O.D. and transportation charges, does not exceed monetary limit.

↑ This number must appear on all packages and papers relating to this order.

ISSUED BY	MONETARY LIMITATION	SHIP TO
	\$	
	DELIVERY DATE	

To:

MARK FOR: Imprest Fund Cashier

SHIP C.O.D. ONLY
PARTIAL SHIPMENTS
WILL NOT BE ACCEPTED.

ITEM	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL

INSTRUCTIONS

1. If material is not available, or additional information is desired, advise issuing office immediately.
2. If total cost will exceed monetary limitation, withhold shipment and advise issuing office of total cost including C.O.D. and transportation charges.
3. If delivery cannot be made as specified above, withhold action and advise issuing office of time required to effect delivery.
4. Deduct cash discount from C.O.D. price. Carrier or Post Office will be paid cash upon delivery.
5. Submit priced sales document (invoice, sales slip, delivery ticket, etc.) with material.
6. To prevent unnecessary correspondence, advise on duplicate copy of order when and how shipment will be made.
7. If the above terms and conditions cannot be met, submit your quotation on a copy of this Form and await instructions.

SIGNATURE	TITLE	DATE
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FOR USE OF SUPPLIER	<input type="checkbox"/> C.O.D. SHIPPING DATE _____ <input type="checkbox"/> MATERIAL NOT AVAILABLE. <input type="checkbox"/> ABOVE TERMS CANNOT BE MET. <input type="checkbox"/> COST EXCEEDS MONETARY LIMITATIONS, TOTAL COST, INCLUDING C.O.D AND TRANSPORTATION CHARGES: \$ _____	REMARKS
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SIGNATURE (<i>Supplier</i>)	TITLE	TELEPHONE	DATE
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