

(Date)

Norman G. Jensen, Inc.
Attn: Shirley Allen
South 7 Howard Street/226 Symons Bldg.
Spokane, WA 99204

Re: University of Idaho Purchase Order Number _____

Dear Ms. Allen:

Attached is a copy of the above referenced purchase order issued for _____

Please handle the customs entry for this order and forward to:

University of Idaho
(Name, Department)
(Address)
Moscow, ID 83844-(campus zip)

If you have any questions, please contact (name of dept. contact) at (208) 885-
(####).

Thank you for your assistance with this matter.

Sincerely,

(Name)

cc: (University Department)