Purchase Order Requirements

1. Company Letterhead

2. PO #

3. Customer Information (Bill To AND Ship To):
    - Company Name
    - Address
    - Contact Name and Email Address

4. Vendor Information:
   Symantec Corporation
   350 Ellis Street
   Mountain View, CA 94043

5. Product/Pricing information including:
    - Quantity
    - Sku
    - Product Description
    - Unit Pricing
    - Sub-Total