



Procurement Services Department  
Town of Newmarket  
395 Mulock Drive P.O. Box 328,  
Newmarket, Ontario, L3Y 4X7

Website: [newmarket.ca](http://newmarket.ca) | Phone: 905-953-5335

## Purchase Order Set-up Form

Please provide the following information for billing purposes:

Legal Registered Business Name:	
Operating Name (If different from above):	
Billing Address:	
Contact Name:	
H.S.T. Number	
Phone Number:	
Email Address:	