

WOJAN WINDOW & DOOR JOB INFORMATION SHEET

ITEMS REQUIRED FOR ALL JOBS WITH MATERIAL REQUIREMENTS OVER \$25,000

1. **FULLY COMPLETED** JOB INFORMATION SHEET
2. SIGNED PURCHASE ORDER, IDENTIFYING PROJECT AND STATING APPROXIMATE MATERIAL REQUIREMENTS

A) AMOUNT _____ DESCRIPTION TO BE FURNISHED _____

PROJECT TYPE: PRIVATE PUBLIC FEDERAL

B) Requested delivery date: _____ (not ASAP & not binding) C) Draw date: _____

DELIVERY CONTACT _____ PHONE# _____

ONE BUILDING or MORE THAN ONE BUILDING NEW CONSTRUCTION or IMPROVEMENT

D) CUSTOMER'S FULL NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

BILLING CONTACT: _____ PHONE: _____

E) CUSTOMER RELATIONSHIP TO JOB:

OWNER GENERAL CONTRACTOR SUB-CONTRACTOR OTHER (specify) _____

F) SHIP-TO NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE# _____ FAX # _____

G) JOB LOCATION NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

H) OWNER NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

I) GENERAL CONTRACTOR (if other than customer)

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE # _____ FAX # _____

A lien assurance company is used for our protection as well as yours. You will receive a letter of "Notice". This non-statutory notice is not intended to adversely reflect on the character, credit or capacity of any party referred to herein.

TO BE COMPLETED BY CUSTOMER IF NO SEPARATE PURCHASE ORDER EXISTS

ESTIMATED QUANTITY: _____ ESTIMATED \$: _____

MATERIALS: _____

NOTE: PLEASE FORWARD COMPLETED FORM TO ACCOUNTING MANAGER

SIGNATURE OF CUSTOMER _____

DATE _____