ADDISON

JOB INFORMATION FORM

This form must be completed and returned to Addison. When the form is received, Addison will enter the order into the production schedule; however, the order will not be processed until the credit department approves the order.

Customer: Fill out all areas of this form except the Representative Section below. Issue purchase order to "Addison c/o Representative's Name". Return completed form along with the purchase order to your representative for completion.

SOLD TO INFORMATION						
Sold To:			Date:			
Address:						
City:	State/Province:		ZIP Code:			
Contact Name:						
Phone:						
Customer's PO No.:	Amount: \$		Job Status:			
PROJECT INFORMATION						
Project Name:						
Address:	55:					
County: City:	City: State/Province:			Zip-Code:	Country:	
Contact Name:	Name:					
Contact Phone: Contact Email:						
GENERAL CONTRACTOR INFORMATION						
General Contractor Name:						
Address:						
City: State/Province:			Zip-Code:			
Contact Name:						
Contact Phone:			Contact Email:			
SUB CONTRACTOR INFORMATION						
General Contractor Name:						
Address:						
City: State/Province:			Zip-Code:			
Contact Name:						
Contact Phone:			Contact Email:			
PROJECT / PROPERTY OWNER(S)						
Project / Property Owner Name:						
Address:						
City: State/Province:			Zip-Code:			
Contact Name:			1			
Contact Phone: Contact Email:						
LENDER &/OR BONDING COMPANY						
Lender / Bonding Company:						
Bonding Agent:						
Address:						
City:	City: State/Province:			Zip-code:		
Contact Name:			Phone:			
Bond No.:			Email:			
FOR REPRESENTATIVE USE ONLY						
Representative: Fill out all areas of this form that the customer has not completed. Return completed form, purchase order, and sales order to <u>salesorders@addison-hvac.com</u> .						
Rep Order No. Rep F			m	n Rep Office		

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