



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:				
County:		City:	State/Province:	Zip-Code:
Contact 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:				
Contact Phone:			Contact Email:	
LENDER &/OR BONDING COMPANY				
Lender / Bonding Company:				
Bonding Agent:				
Address:				
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 salesorders@addison-hvac.com .				
Rep Order No.			Rep Firm	Rep Office