

SUBCONTRACTOR CONSTRUCTION PURCHASE ORDER TEMPLATE

Purchase Order Information

Purchase Order Number:	
Date Issued:	
Project Name:	
Project Address:	

Supplier Information

Supplier Company Name:	
Contact Person:	
Phone Number:	
Email Address:	
Mailing Address:	

Subcontractor Information

Company Name:	
Contact Person:	
Phone Number:	
Email Address:	
Mailing Address:	

General Contractor Information (For Reference)

Company Name:	
Contact Person:	
Phone Number:	
Email Address:	
Mailing Address:	

Order Details

Material/Equipment Description:	
Specifications and Standards:	
Quantity:	
Unit Price:	
Total Price:	

Delivery Information

Delivery Address:	
Delivery Date:	
Special Instructions:	

Payment Terms

Total Order Amount:	
Payment Schedule:	
Initial Payment & Due Date:	
Balance Payment & Due Date:	
Payment Method:	
Conditions for Payment:	

Change Orders

Change Order Procedure:	
Additional Costs:	

Insurance and Compliance

Insurance Requirements:	
Licenses and Permits:	
Safety and Compliance:	

Signatures

Authorized Subcontractor Representative:	
Print Name:	
Date:	

Authorized Supplier Representative:	
Print Name:	
Date:	

Additional Terms and Conditions:	
---	--