Dame Contracting, Inc. Phone (631) 298-5171 FAX (631) 298-5944

MATERIALS

Project: _____ Today's Date: _____ / _____ / _____

PLEASE NOTE THE FOLLOWING WHEN ORDERING MATERIALS:

1.) Place orders only once a day, allow for 2 days lead time.
2.) Choose a Job Cost Code for each item ordered (refer the Job Cost Codes used for calling in payroll).
3.) If the material is for change order work, please advise.
4.) Be as specific as possible when describing a product to ensure accuracy.
5.) When material is delivered, check delivery ticket against your material order form. If there are any materials missing, notify the office ASAP.
6.) When the order has been delivered in its entirety, please give the order form and delivery ticket to the driver.

Qty	Description	Job Cost Code