

Purchase Order



Faulk Architects/Construction Managers
 306 East Main Street, Suite 101
 Round Rock, TX 78664
 512/388-6302 Fax: 512/218-1349

Purchase Order No. XXX-XXX

Project:

To:

Ship to:

Contact:

Phone: 000-000-0000

Fax: 000-000-0000

Cell: 000-000-0000

P.O. DATE	PLACED BY	DATE EXPECTED	SHIP VIA	F.O.B.	TERMS
		Per Contract	Per Contract	Job Site	Per Contract

ITEM	DESCRIPTION	QTY/UNIT	UNIT PRICE	TOTAL
1			\$	\$

Comments: Bid dated:

PURCHASE ORDER TERMS AND CONDITIONS:

- Faulk A/CM standard PO Terms & Conditions (reverse or attached) apply.
- PO is not valid without authorized signature of Faulk A/CM Prinical Architect, Michael Faulk. Seller assumes all risks otherwise.
- No additional terms or modifications to this Purchase Order proposed by Seller in any acknowledgement, sales order, or other form of communication shall be binding on Buyer unless expressly authorized herein or unless Buyer expressly assents thereto in writing.
- Invoicing should be received by Faulk A/CM on the Monday prior to the 1st and 15th of each month. 10% retainer is required (unless materials only purchase).
- Invoice to: Faulk ACM, 306 E. Main, Ste. 101, Round Rock TX 78664.

SHIPPING & HANDLING

SUBTOTAL

SALES TAX RATE

SALES TAX

TOTAL DUE

Authorized Signature: