



BROCK McVey Co.

1100 Brock McVey Drive
Lexington, Kentucky 40509
Tel: (859) 255 1412
Fax: (859) 233 4387

Job Information Sheet

Job Sold To	Customer's PO#
Customer#	Contact (Name/Phone)
Job Name	Estimated Selling Price \$
Job Address	City/State

Description of Property _____
Property Owner _____
Address/Phone Number _____
General Contractor _____
Address/Phone Number _____

Is the job bonded? Bonding Company Name/Phone _____
Bonding Company Address _____

Bond Number For Performance _____ For Payment _____

Type of Job: New Construction _____ Renovation _____ Addition _____

Estimated Date of First Delivery: _____

Estimated Date of Completion: _____

Credit Approval Requested By: _____ (Brock McVey sales representative)

Is Applicable Sales Tax Exemption Form Attached? Yes _____ No _____

Brock McVey Co. Credit Department only

Credit Approved By: _____ Date: _____

Account Number to be used: _____ Joint Check Required: Yes _____ No _____

Policy: Jobs of \$5000, or more, will have a Job Information Sheet completed and must be approved. Approval will come from the Credit Department.

Procedure: The salesperson will complete the information on the Job Information Sheet and forward it to the Credit Department for approval prior to placing the order.

The Credit department will review and approve as credit practices dictate. The Credit Department will fax a copy of the approved Job Information Sheet to the salesperson. The Credit Department will keep a working file of Job Information Sheets which will be retained until the job is completed and collected.