

**MATERIAL PURCHASE AGREEMENT**

for  
 <PROJECT> <DESCRIPTION>

FOR OFFICE USE ONLY	
<input type="checkbox"/>	Contract Language Reviewed
<input type="checkbox"/>	Scope of Work Reviewed
<input type="checkbox"/>	Note Initialized Changes
<input type="checkbox"/>	PO Ready to Execute
PM Assistant / Reviewer _____	Date _____

Purchase Order #: 1234-99999  
 Contract Date:  
 Vendor #:

TO: Sample Vendor, Inc.  
 123 Main Street  
 Town, City Zip

SHIP TO: The MacMillin Company, Inc.  
 c/o

TERMS: Net 30	DATE REQUIRED:	WRITTEN BY: Project Manager	TO: Vendor Contact	TEL: 603-626-7100	FAX: 603-666-0300
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Item	Phase	Description	Quantity	UM	Unit Price	Extended Price
1	04007-	Masonry Stair Staging	0.000	LS	0.00000	1,750.00
<b>TOTAL PURCHASE AGREEMENT AMOUNT</b>						<b>\$1,750.00</b>

SAMPLE

**PLEASE SIGN BELOW** and return both copies of this agreement to our Keene, NH office *within ten (10) days of the above date*. Upon our receipt of your signed agreement, we will return one executed copy to you for your record.

*\*PLEASE REFERENCE THE ABOVE PURCHASE AGREEMENT NUMBER ON YOUR INVOICE.*

BOSTON LADDER AND SCAFFOLDING

By: \_\_\_\_\_  
 Name:  
 Title:  
 Date: \_\_\_\_\_

THE MACMILLIN COMPANY, INC.

By: \_\_\_\_\_  
 (PM Name), Project Manager  
 Date: \_\_\_\_\_