



TROTTER & MORTON Building Technologies Inc.

5711 – 1st Street S.E., Calgary, AB T2H 1H9

Phone: (403) 255-7535 Fax: (403) 640-0767

PURCHASE ORDER

DATE	PROJECT NAME	PURCHASE ORDER NO.
DELIVERY POINT	DELIVERY DATE	
ATTENTION TO	TAG	
SUPPLIER Attn: Phone:	DIRECT CORRESPONDENCE TO: TROTTER & MORTON Building Technologies Inc. 5711 – 1st Street S.E. Calgary, Alberta T2H 1H9 Project Manager _____ Phone: _____	
Subcontract: _____	Equipment Rental: _____	Materials: _____
Insurance Required: _____	Replacement Value: _____	M.T.R. Required: _____
WCB Required: _____	Insurance: _____	Qty. Shop Drawings For Approval: _____
	Maintenance: _____	Qty. Operating & Maintenance Instructions Required: _____

ITEM NO.	QUANTITY	DESCRIPTION	PRICE	
			EACH	LOT
PURCHASE ORDER TOTAL, G.S.T. Extra				

TAG items as required indicating Job Name, Full Purchase Order No., & Item Type, etc.
INVOICE SEPARATELY FOR EACH PURCHASE ORDER
Supplier / Sub Sub-Contractor is to review Purchase Order prior to signing the front and back of the Purchase Order and returning to Trotter & Morton.

SUPPLIER / SUB SUB-CONTRACTOR

PER: _____

A. GENERAL – The following conditions apply to all purchase orders:

1. Supplier's invoices must be in Trotter & Morton's office by the 20th day of the month in which delivery of materials and/or services is made (i.e.: invoice in by 20th of February – payment will be made by end of March; invoice in by 21th of February – payment will be made by end of April). Failure to invoice forthwith may result in non-payment. Trotter & Morton agrees to pay all approved invoices upon receipt of payment from the General Contractor/Owner or by the last day of the following month, whichever comes later.
2. No increase in price shown on the Purchase Order will be accepted, escalation bids notwithstanding, without the written authority of the issuing Project Manager.
3. All materials remain the property of the supplier until delivery to the designated site and actually received and signed for by a representative of our company. Loss or damage of any kind resulting from transmit shall be borne by the seller.
4. Supplier shall warrant equipment to be free from defects in materials and workmanship for a period of 12 months from date of actual equipment start-up. Seller shall repair or replace at his sole expense, all defects, to owner's satisfaction at owner's facility, freight prepaid.
5. Material covered on this order to be subject to the approval of the owner, architect, or engineer.

All materials furnished to be in strict compliance with plans, specifications, and general conditions of the contract between the purchaser and the owner or contractor.

All materials, consumables, and equipment must meet design specification as called for by the architect or engineer or industry codes.

6. All valves and fittings must be in compliance and be able to be registered with local jurisdiction (eg Boilers Branch) All pipe must be SA mark.
7. Supplier to furnish all necessary waivers of liens or other documents to keep the owner's premises free from any claims.
8. All previous conversation, correspondence, and negotiations contrary to this order are null and void.
9. If delivery of materials is late, order can be cancelled with no charge to Purchaser.
10. In entering into this agreement with Trotter & Morton to provide materials and/or services, we understand and agree that it is a critical term to the agreement reached between us and Trotter & Morton that the delivery date for the supply of our product and/or services be met. If the company fails to provide such services, product and/or materials on time as per the delivery schedule, we agree that any and all damages suffered by Trotter & Morton as a result of our failure and delay in providing such materials and/or services on time per the scheduled delivery date, it shall be responsible and it agrees to indemnify Trotter & Morton with respect to any and all damages suffered as a result of any delay or failure to meet the schedule for the supply of materials and/or services.

We confirm and agree we are aware of the schedule for timing of the supply of our materials and/or services and we agree to supply such material/services on or before _____, 20____, or _____ weeks after engineering approval.

DATED this _____, 20_____.

11. 48 hours notice must be given prior to delivery of materials and equipment.

B. SUB-CONTRACTS – In addition to the general conditions, the following conditions apply to sub-contracts:

1. If there is no existing Sub-contract between the parties, then the terms and conditions of the most recent Trotter & Morton Standard Sub-contract Form shall apply to this purchase order. This form is available on our web site (www.trotterandmorton.com).
2. Progress invoices from sub-contractors must be in Trotter & Morton's Limited office by the 20th of the month to be certified for payment and included in our current months progress claim. Trotter & Morton agrees to pay all approved invoices upon receipt of payment from the General Contractor/Owner.
3. Prior to payment, Sub-contractor must verify he is in good standing with W.C.B. and provide proof of Comprehensive and General Liability Insurance and a Statutory Declaration.
4. If the Purchase Order is an addition or deduction to an existing Sub-contract, the terms and conditions of that Sub-contract will apply to this purchase order.

C. EQUIPMENT RENTALS & EQUIPMENT IN TRANSIT – In addition to the general conditions, the following conditions apply to equipment rentals and equipment in transit:

1. This Purchase Order requires adequate insurance coverage has been established by both parties. This applied to all equipment rented and the minimum requirements are Comprehensive General Liability and Hook Liability (where applicable).

SUPPLIER/SUB-CONTRACTOR

PER: _____