COST PLUS ELECTRIC SUPPLY

BUILT FOR CONTRACTORS. POWERED BY SERVICE.

(303) 450-5151

accounting@cpesi.com

Job Worksheet

Use this worksheet to set up or update a customer project/job account, confirm billing requirements, and capture jobsite details before material is quoted, ordered, released, or delivered.

Contractor / Customer Information

Contractor / Company Name:	CPESI Account #:	Date:
Primary Contact:	Phone:	Email:

Project Information

Project Name:	Project / Job #:	Estimated Project Value:
Project Address:		
City:	State:	Zip:
Start Date:	Estimated End Date:	Tax Exempt? [ ] Yes [ ] No

Owner / General Contractor

Owner / General Contractor Name:		Contact Name:	Phone:
Billing / Office Address:			
City:	State:	Zip:	Email:
Purchase Order Required? [ ] Yes [ ] No		Lien / Bond Information Required? [ ] Yes [ ] No	

Jobsite / Project Manager Contact

Project Manager / Superintendent:	Phone:	Email:
Delivery Contact:	Phone:	Jobsite Hours / Access Notes:

Payment / Funding Information

Agency for Funds Payment / Funding Source:		Contact:	Phone:
Address:			
City:	State:	Zip:	Bank Reference:

Project Scope / Material Requirements

Project Description / Scope of Work:

Key Materials, Lighting Package, Gear, Wire, Delivery Requirements, or Special Instructions:

Required Documents / Setup Checklist

[ ] Sales Tax License (if exempt) [ ] Purchase Order [ ] Authorized Purchasers [ ] Project Contract / Award [ ] Bond / Notice Info [ ] Delivery Requirements

Submitted By

Submitted By:	Date:	CPESI Team Member / Branch: