WARD CONSTRUCTION

Building Lasting Relationships

MATERIAL DELIVERY FORM

Material order dates should allow for at least two weeks for review by Prime/Architect/Owner and the possible rejection of the submittal.

1) MATERIAL ITEM	2) DATE MAT. NEEDED ONSITE LESS 10 CALENDAR DAYS (TO TAKE INTO ACCOUNT UNANTICIPATED DELAYS) – THIS INFORMATION COMES FROM THE CONSTRUCTION SCHEDULE	3) LEAD TIME (IN CALENDAR DAYS) TO DELIVERY ON JOB FROM ORDER	4) DATE SUBMITTAL WILL BE MADE (TO WARD CONSTRUCTION)	5) DATE MATERIAL MUST BE ORDERED TO BE ON JOB BY DATE IN #2
**********	**********	**********	**********	**********
EXAMPLE:	**May 31, 1990 less 10 calendar days =**			**May 21 (#2) - 21 days (#3) =**
Exhaust Fan	**May 21, 1990**	**21 days**	**April 17, 1990**	**May 1**

In this example, with the submittal by April 17 of a totally correct submittal and a two week approval process, the material should be on the jobsite in sufficient time not to delay the work. Subcontract Requirement of Article 9.11 Purchase Agreement Requirement of Paragraph 5.

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SUBCONTRACTOR NAME

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