



Project Information Sheet / Large Order Form

To be prepared by Swift salesperson and returned to Credit Department

Fax: (201) 727-8929
 Steve Email: steven@swiftelectrical.com

Customer	Customer Name	A/C #	Date Submitted
	City & State	Contact Name / Email Address	Phone #

Contract Info	Submitted to Credit by	Customer P.O. # (Attach Copy or Signed Order confirmation)	Tax Exempt (If yes, PLEASE Attach Form)	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Lighting \$	Switchgear\$	Other Material \$	Total Order Value \$
Contract Type: <input type="checkbox"/> Prime: (Direct with Owner) <input type="checkbox"/> Sub Contract: (with General Contractor)				

Job / Jobsite Info	Job Name	Job Type: (i.e. Private, Public, Federal, etc.)		
	Job Address	City	State	Zip
	Expected Start Date:	Expected Completion Date:		
	Is our customer paid for Materials stored <u>ON</u> Jobsite: <input type="checkbox"/> Yes <input type="checkbox"/> No Is our customer paid for Materials stored <u>OFF</u> Jobsite: <input type="checkbox"/> Yes <input type="checkbox"/> No Monthly Requisitions: <input type="checkbox"/> Yes <input type="checkbox"/> No Requisition Date(s): _____ * Retainage: _____ % * Advise Customer: Retainage can not to be withheld from Swift under any circumstances.			

Property	Property Owner	Phone #	Contact Name
	Address	City	State Zip

GC Info	General Contractor Name	Phone #	Contact Name
	Address	City	State Zip

Bonding Info	Bonding Co. / Surety Co. (furnishing Payment of Performance Bond for this Job) - Ask for copies!	Phone #	Contact Name
	Address	City	State Zip
	Bond # (Attach Copy)	Bond Amount \$	

For Credit Department Use ONLY

Credit Dept.	Order Approved	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved by	Date Approved
	Hold for Release	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved by	Date Approved
	Resubmit Prior to Shipment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Approved by	Date Approved

Teterboro (HQ) 100 Hollister Rd. Teterboro, NJ 07608 Ph: (201) 462-0900 Fax: (201) 462-0130	East Brunswick 10 Alvin Ct. Suite 108 E. Brunswick, NJ 08816 Ph: (732) 613-1010 Fax: (732) 613-0999	Valley Cottage 709 Executive Blvd. Valley Cottage, NY 10989 Ph: (845) 623-3425 Fax: (815) 623-6654	Hawthorne 12 Skyline Dr. Hawthorne, NY 10523 Ph: (914) 784-0005 Fax: (914) 784-0035
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