

## **Subcontractor Purchase Order Procedure**

Coast Sign, Inc. has established a strict purchase order procedure. No invoices will be paid without a purchase order number. When you are contacted to perform a survey, secure a permit or assigned a project, please make sure that you are issued a purchase order before any work is performed. This number should be clearly referenced on any and all invoices to Coast Sign, Inc.

If any unexpected conditions are encountered during an installation that exceeds the price on the purchase order, contact our office immediately; do not leave the site. We must have a detailed description of the problem area along with photos showing these conditions or changes. No additional cost will be approved until the customer has been notified and approval given. At that time, we will need a "not to exceed" amount and a purchase order will be issued for that amount. No work will be done on a time and material basis.

Document ASAP events and agreed to outcome to all involved parties. If an issue with this procedure arise, please discuss with the Coast Sign Project Manager that you are working with.

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