**Contract Entity DOPO Request Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date:** | **Click here to enter a date.** |  | **Contract Entity** | **Contact Name** |
| **USF Job No:** | **USF-000** |  | **Firm Name** |
| **USF Job Name:** | **USF Proj Name** |  | **Address** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vendor:** | **Firm Name** |  | **Email:** |  |
| **Address** |  | **Phone:** | **000-000-0000** |
| **Contact:** |  |  | **Fax:** | **000-000-0000** |

**Ship To:**

|  |  |
| --- | --- |
| Contract Entity: | **Firm Name** |
| C/O Subcontractor: | C/O **Firm Name** |
| Jobsite Address: | **4202 E. Fowler Avenue**  **Construction Site Location**  **Tampa, FL 33620** |

|  |  |  |
| --- | --- | --- |
| **Ship VIA** | **F.O.B.** | **Vendor Payment Terms** |
| **Best Way** | **Jobsite** | **30 Days Net** |

|  |  |  |
| --- | --- | --- |
| **Ordered By (Subcontractor)** | **Order Date** | **Delivery Date** |
| **Subcontractor** | **00/00/0000** | **00/00/0000** |

**Material Description**

|  |
| --- |
| **Insert a brief description of the material** |

**Per attached Proposal to Subcontractor** (attach proposal).

|  |  |
| --- | --- |
| **Amount of this Purchase Order Request** (do not include sales tax) | **$000,000.00** |
| **If Applicable: Sales Tax** (Bulk Sale Cap: **7.5%** on first $ 5000; **6%** on balance) **\*** | **$000,000.00** |
| **Total Deduct for This Purchase Order** | **$000,000.00** |

1. Owner’s Certificate of Exemption: 85-8014988828C-5
2. All Deliveries Shall be According to Approved Schedule.
3. All Materials Included in this Purchase Order Shall Conform Strictly to the Requirements of the Contract Documents.
4. **\*** Hillsborough County Sales Tax rate. Verify current Sales Tax Rate for county of business address.

**ALL DELIVERIES REQUIRE 48 HOUR NOTIFICATION:**

|  |
| --- |
| **Insert Contact Information** |

**File:** DOPO-Exhibit 02 (Contract Entity DOPO Request).docx