

CEDAR GROVE CONTRACTORS

Sitework Contractor | Concrete and Exterior Improvements
76 Sample Contractor Road, Toccoa, GA 30577
(706) 555-0164 | purchasing@cedargrove.example

PURCHASE ORDER PO-9175	ORDER DATE October 7, 2026	DELIVERY REQUIRED October 9, 2026
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VENDOR / SUPPLIER Ridgeline Ready Mix Plant 02 - Northeast Georgia 125 Sample Plant Road Toccoa, GA 30577 (706) 555-0148 Supplier customer account: C-3182	SHIP TO / JOBSITE Willow Creek Retail Job reference: JOB-317 680 Sample Retail Lane, Toccoa, GA 30577 Exterior walkways - Walkways A and B Taylor Morgan, Site Foreman (706) 555-0187
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ORDER LINE ITEMS - USD				
LINE	DESCRIPTION	YD3	RATE / YD3	AMOUNT
1	Ready-mix concrete / RM-3500-A6 Walkway A / First load	6.00	\$155.00	\$930.00
2	Ready-mix concrete / RM-3500-A6 Walkway B / Final load	4.00	\$155.00	\$620.00

Total quantity: 10.00 cubic yards	MATERIAL SUBTOTAL	\$1,550.00
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Subtotal excludes taxes and authorized additional charges.

MIX REQUIREMENTS AND DELIVERY PLAN

Strength: 3,500 psi at 28 days | Target slump: 4.0 in | Target air: 6.0%
Aggregate: 3/4 in | Plant-added air entrainer and water reducer
Requested arrivals (local time): 6.00 yd3 at 10:45 AM; 4.00 yd3 at 11:35 AM.
Direct chute placement. Enter west service gate and report to Taylor Morgan.
Contractor provides ready forms, crew, clear access, and designated washout area.
Confirm truck spacing with site contact before dispatching the final load.

PURCHASING INSTRUCTIONS

Confirm availability, mix, delivery schedule, and additional charges before dispatch.
Show PO-9175 and JOB-317 on confirmation, tickets, and invoice; obtain receipt per load.
Payment terms: Net 30 from invoice date, subject to supplier acceptance.

Authorized by: Morgan Lee, Purchasing Manager

Morgan Lee
Typed demo authorization | 10/07/2026