PROJECT NAME
EXHIBIT A TO PURCHASE ORDER

1. All shop drawings and submittals must be properly noted to indicate the following:
   a. Project name and number
   b. Date
   c. Name of Architect
   d. Name of General Contractor
   e. Name of fabricator/subcontractor
   f. Applicable contract drawing number
   g. Applicable section(s) of specifications

2. Submit seven (7) copies of any descriptive literature, catalog cuts, shop drawings or brochures required and two (2) each of all samples specified or required. All submittals are to be made within two (2) weeks of Purchase Order execution and approved before fabrication can begin.

3. **Provide only specified materials per Contract Specification Section XXXX (SUBSTITUTIONS AND PRODUCT OPTIONS).**

4. Submit list of subcontractors and suppliers prior to FIRST PAYMENT being made. Your monthly request for payment must be in Straub office NO LATER THAN THE 25TH OF THE MONTH (fax acceptable). Subcontractor shall execute partial release of lien forms for all previous payments upon receipt of your monthly payment.

5. No changes in work scope shall be performed unless authorized in writing by STRAUB CONSTRUCTION CO., INC.

6. All changes and extras in the work will be limited to overhead/profit markups as per Specification XXXX (CHANGE ORDER PROCEDURES).

7. Purchase order amount includes all applicable sales/use taxes and freight charges.

8. Payment terms to reflect those outlined in AIA Document A101 agreement between Owner and General Contractor.

9. AIA Document A201-2007 "General Conditions of the Contract for Construction" as modified by Owner is herein made a part of the Contract Documents including any provisions regarding alternative dispute resolution. Reference Contract Specification Section XXXX (GENERAL CONDITIONS).

10. The Contract Documents incorporated herein by this reference and are made a part hereof as if fully set forth herein, which constitutes the entire agreement between the Owner and the Contractor and which are applicable to this purchase order, are enumerated as follows:

    **Insert Drawings & Specs