MUNICIPAL PURCHASING CHECKLIST

Prepare a municipal block order

Gather the information your purchasing team needs for a delivered quote.

01 Project and purchasing contacts

Municipality / department

Project or requisition reference

Purchasing contact / email

Receiving contact / email

Delivery address and ZIP

Block sizes and quantities

Requested delivery date

02 Tell us what your department requires

- ☐ Send any quote format, bid instructions, purchasing deadline or required project reference.
- ☐ List vendor onboarding requirements and requested documents, such as a W-9, insurance information or vendor registration.
- ☐ Confirm payment terms for your order before you order.

Required documents / submission instructions

03 Check the quote against the order

- ☐ Match the block sizes, quantities, delivery address and freight charges to your purchasing request.
- ☐ Confirm who will receive and unload the blocks. Include unloading or placement only if agreed in the quote.

Document availability and payment terms are confirmed for your order.