LATE RECEIPT OF MATERIALS ACKNOWLEDGMENT FORM

(DATE)

CUSTOMER NAME: _____

QUOTE NUMBER: _____ P/O NUMBER: _____

The materials and/or specifications for the above-mentioned job have been received from your company today via _____.

As indicated on quote number _____ dated ____/_____/2009 these materials and/or specifications were needed by **(DATE)** to meet the agreed upon delivery timeframe. Due to the lateness of receipt, your estimated completion date has been revised to **(NEWDELIVERY DATE).**

Please sign below as an acknowledgment that **(CUSTOMER NAME)** has authorized **(YOUR COMPANY NAME)** to proceed with completion of the work requested and that**(CUSTOMER NAME)** will not hold **(YOUR COMPANY NAME)** liable for any penalties incurred due to delivery on the revised date.

Should **(CUSTOMER NAME)** cancel the ordered job once work has begun **(CUSTOMER NAME)** agrees to pay all charges and costs incurred associated with the 'work in progress'.

_____	_____	_____/____/2009
Signature	Title	Date