



Abriana "AB" Bertini - Purchasing Coordinator

(210) 441-1422 ab.b@csetx.com

- Please send ALL material requests via email to keep it as streamlined as possible. **EMAIL ALL REQUESTS TO - purchases@csetx.com**
- Material Requests should only be submitted a maximum of twice a day. Every email will be considered a separate request and a PO issued for each one.
- The job name or number should be the subject line of the material request.
- Deadline for same day afternoon delivery is 8 AM
- Deadline for next morning delivery is 1 PM
- Home Depot Procedures - Call only when you are in line at the Pro Desk and have your purchase ready to go. The PO will then be sent via text to you. The Pro Account number to use is 2105906629.
- Will call orders still require a 1-hour lead time. Limit these as we want you on the job site. We will still quote these out and tell you which supply house to go to. Will calls will not be issued for anything over \$500. When picking up material, you are not allowed to add on any items. We will issue a new PO if needed.
- We do not "hot shot" material. This is a very costly service and will only be done on a very limited basis.

- All tool PO requests go to Saul Delgado - (210)540-1387.

- All fixtures and gear PO requests go to Steven Troutman - (210-846-2771.

- All concrete, aggregate and ONLY storage container rentals for both ExTerra and C&S go to Nichole – (210)428-8216.