



JOB INFORMATION SHEET – **Incomplete Forms Will Not Be Accepted**

Branch # _____ Approval to Open Job _____ Yes _____ No _____ Initials _____ Salesperson's Initials: _____

Customer: _____

Project Name: _____

Project Address: _____

LL Or Parcel #: _____

City: _____ State: _____ County: _____ Zip: _____

Is Project: Private _____ Public: _____

Is Job tax exempt? check one yes _____ no _____ Job Contact: _____

If yes, provide copy of certificate AND tax exempt # _____

Pre-Notice: _____ Yes _____ No _____ Approved by: _____ Date Noticed: _____

Owner Name and Mailing Address: _____

Owner City: _____ State: _____ Zip: _____

Owner Phone: _____ Owner Fax: _____

Is Customer General or Sub-Contractor? check one GC _____ SUB _____

If Customer is Sub contractor, please fill out GC info

GC Name: _____

GC Mailing Address: _____

GC City: _____ State: _____ Zip: _____

GC Phone: _____ GC Fax: _____

Engineer: _____ Phone: _____

Is Project Bonded? Check one yes _____ no _____

Name of contractor bond was issued to: _____

****Please attach a copy of the bond**

Bonding Company: _____ Phone: _____

Bonding Agent: _____ Phone: _____

Project Payment Bond # _____

Estimated Amount of Orders: \$ _____