

The following is required on all jobs:

JOB INFORMATION SHEET

1. This job information sheet filled out **completely**.
2. A signed purchase order identifying the project and stating the approximate material requirements.

A. Project Type: Private Public Federal

B. Materials to be furnished:

Amount \$ _____

Starting Date:

Description: _____

C. Customer Information:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____

D. Customer's Relationship to Job:

Owner General Contractor Sub Contractor Other (specify): _____

Is the customer installing materials (if applicable?) Yes No

E. Job Location:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____

F. Owner / Awarding Authority:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____

G. General Contractor:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____

H. Contractor (if other than customer)

1. Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____

2. Surety Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____

I. Architect:

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____ e-mail: _____

To be completed by customer if no separate purchase order exists.

Estimated Quantity: _____ Estimated \$ Value: _____ Materials: _____

Please forward completed form to: **Credit Department** Customer Signature: _____