



JOB/PROJECT INFORMATION WORKSHEET

DATE:	CUSTOMER NAME:
PROJECT MANAGER:	PHONE NUMBER:
EMAIL:	

IS THIS JOB TAX EXEMPT: ***IF EXEMPT PLEASE PROVIDE AN EXEMPTION OR RESALE CERTIFICATE***					
YES	NO	PROJECT NAME:			
PROJECT ADDRESS:				CITY, STATE, ZIP CODE:	
LEGAL DESCRIPTION:					
JOB TYPE	NEW CONSTRUCTION	REMODEL	RESIDENTAL	COMMERCIAL	GOVERNMENTAL

PROPERTY INFORMATION

OWNER NAME:	OWNER PHONE:
OWNER ADDRESS:	CITY, STATE, ZIP CODE:
EMAIL:	

GENERAL CONTRACTORS INFORMATION:

GC NAME:	GC PHONE:
GC ADDRESS:	CITY, STATE, ZIP CODE:
EMAIL:	

SUB CONTRACTORS INFORMATION:

SUB NAME:	SUB PHONE:
SUB ADDRESS:	CITY, STATE, ZIP CODE:
EMAIL:	

BONDING INFORMATION

AGENT NAME:	AGENT PHONE:
SURENT NAME:	SURETY PHONE:

BANK/CONSTRUCTION LOAN INFORMATION

BANK NAME:	LOAN OFFICER:
LOAN OFFICER PHONE:	CONTACTOR OF RECORD:
DRAW SCHEDULE:	
NAME(S) LISTED ON ITERIM CONSTRUCTION LOAN:	
HAS THE LOAN CLOSED & DEED OF TRUST BEEN RECORDED:	YES NO
TITLE COMPANY:	TITLE COMPANY PHONE: