



# JOB INFORMATION SHEET

Customer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Customer:  Owner  General Contractor  Subcontractor  Material Supplier  Leasehold Interest  
 Public/Private Partnership (P3)  Sub-subcontractor  Commercial Useful Function Verified

## PROJECT INFORMATION

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SCR Number \_\_\_\_\_ MNLN Number \_\_\_\_\_ Registry Number \_\_\_\_\_

## PROPERTY OWNER/AWARDING AUTHORITY

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## PROPERTY LEASEHOLDER

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## LENDER

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## ARCHITECT

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## PRIME CONTRACTOR

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**PRIME'S BONDING COMPANY** Is this a private bonded job?

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## SUBCONTRACTOR (if other than customer)

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## SUB'S BONDING COMPANY

NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Estimated Quantity: \_\_\_\_\_ Estimated Dollar Value: \_\_\_\_\_

Rental: Estimated Monthly Fee: \_\_\_\_\_ Estimated Term of Rental: \_\_\_\_\_

This job will have:  One furnishing  Several furnishings First furnishing date: \_\_\_\_\_ Last furnishing date: \_\_\_\_\_

Tax exempt – Send exemption certificate with job sheet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Company: \_\_\_\_\_