

JOB NO. _____

THE PARTIES

OWNER:

Name: _____

Address: _____ Mail: _____

Phone: _____ Fax: _____

Contact: _____ A/P Person: _____

Are you a General Contract or Sub-Contractor? If General, skip to next question. If Sub, answer the following:

GENERAL CONTRACTOR:

Name: _____

Address: _____ Mail: _____

Phone: _____ Fax: _____

Contact: _____ A/P Person: _____

Did you contracted with lower tier subs or not? If so, answer the following:

YOUR SUBS:

Name: _____

Address: _____ Mail: _____

Phone: _____ Fax: _____

Contact: _____ A/P Person: _____

Contract in writing? Y / N Change orders? Y / N Change orders in writing? Y / N

Contract signed: by whom: _____ title: _____

Contract is written - or verbal? If written, answer the following: If verbal, call Kathy.

Date of contract: _____

Amount of original contract: _____

Contract signed by whom: for You: _____

for other party: _____

Contract has change orders? _____ If so, are all change orders in writing? Y / N

JOB NO. _____

THE PROJECT

Address: _____

Legal Description: _____ Copy Attached / or / _____ See Below

Scope of Your Work: _____

Is retainage being withheld? Y / N If so, percent retainage: _____

Is the job residential or commercial? If residential, answer the following: If commercial, skip to next question.

RESIDENTIAL PROPERTY

Is the property a homestead? Y / N (i.e. home or 2nd home)
Is retainage being withheld? Y / N If so, what is retainage percent? _____

COMMERCIAL PROPERTY

Property is publicly owned _____ or privately owned _____

If public, is total contract over \$25,000.00? Y / N

Is property owned or leased? Owned _____ Leased _____

Does job have a payment bond? Y / N
If so, Surety information:

Name: _____

Address: _____

Bond No.: _____

Copy attached? Y / N