

PROJECT INFORMATION SHEET
Supply as much Information as you have available

Your Company Name Name: _____

Your Customer Name: _____

Project Name: _____

- 1) Who does your customer have a contract with?

 - 2) Owner's name, address and telephone number:

 - 3) General contractor's name, address and telephone number:

 - 4) General location of project (e.g. town, county, maps showing nearby roads and directions):

 - 5) Street address and legal description of property (attach copy of site plan, building permit or tax assessment):

 - 6) Type of project and type of structure (e.g., public or private, road or site improvements, swimming pool, drainage structure, single family dwellings or townhouse, shopping center or office building, tenant improvements in office or mall):

 - 7) Name, address and telephone number of surety and principal on payment bond:

 - 8) Date your work commenced on this project:
Date your work was completed/terminated on this project:

 - 9) Documents needed if available:
 - Contract, proposal or quote for this project
 - Statement of Account showing total dollar amount owed on this project
 - Copies of all invoices and requisitions
 - All mechanic's lien waivers of liens signed
 - Notices sent to mechanic's lien agents, bonding companies, owners, general contractors or anyone else
 - Letters or notices complaining of problems with your work
 - Copy of general contractor and subcontractor bond;
 - Copy of site plan or building permit
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PROJECT INFORMATION SHEET for multiple projects (continued)

PROJECT Name	Total Dollar Amount	Date of Last Delivery	Date of First Delivery	Bonded?	Project Address	Owner Name & Address	General Contractor Name & Address	Notes
Total								