

## PROJECT INFORMATION SHEET

*Supply as much information as you have available.*

**Your Company Name:** \_\_\_\_\_

**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 to make a claim, if available:
  - Statement of Account showing:
    - Original contract amount
    - Amount of any change order increases or reductions
    - Amount of payments received
    - Total dollar amount owed on this project
  - Copies of all invoices and requisitions
  - Contract, proposal or quote for this project
  - All mechanic's lien waivers of lien signed
  - Notices sent to mechanic's lien agents, bonding companies, owners, general contractors or anyone else
  - Letters or notices complaining of problems or deficiencies with your work
  - Copy of general contractor and subcontractor bond
  - Copy of site plan or building permit