



**PROJECT INFORMATION SHEET**

**CUSTOMER INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Email: \_\_\_\_\_  
Customer PO: \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

**PROJECT INFORMATION**

**Public, Private or Government job (circle one)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Project Address: \_\_\_\_\_ County: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Legal Description: (attach copy) \_\_\_\_\_  
Date work started: \_\_\_\_\_  
Job Site Contact: \_\_\_\_\_ Job Contact Phone # \_\_\_\_\_

**ARCHITECT FIRM :** \_\_\_\_\_

**\*\*Tax Exempt? (circle one) Yes No \* Attach a copy of Tax Exempt Form**

**PROJECT OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

**GENERAL CONTRACTOR**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Email: \_\_\_\_\_

**BONDING INFORMATION:**

**Policy No.** \_\_\_\_\_  
**Name of Surety:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

**IF A PAYMENT BOND EXISTS, PLEASE ATTACH A COPY TO THIS FORM**