

Job Information Worksheet

Your Company Name: _____ | Contact Name: _____ | Phone: _____

PROJECT INFORMATION: Name of Project: _____

Street Address: _____ | City, State, Zipcode: _____

Contact Person: _____ | Contact Phone: (W) _____ | (email) _____

Check one: Private Commercial | Existing Residential | New Residential | Public | Federal

Type of Notice requested: 1st Notice Warning Lien Bond Claim Stop Notice Other _____

Contract - 1st Notice Amount: _____ | **Balance Due – Lien Claim, Bond Claim or Stop Notice Amount:** _____

Start Date: _____ | **Finish Date:** _____ | **PO#** _____ | **Add legal fees for liens: \$** _____

Type of work performed (in 4-8 words): _____

CUSTOMER INFORMATION: (The Company you are in direct contract with)

Name of Company: _____ | Contact Name: _____

Street Address: _____ | City, State, Zipcode: _____

Phone: _____ | Fax: _____ | (email) _____

OWNER INFORMATION: (Legal owner of the property that is being improved. For Public Job, the public entity)

Name of Owner: _____ | Contact Name: _____

Street Address: _____ | City, State, Zipcode: _____

Phone: _____ | Fax: _____ | (email) _____

GENERAL/PRIME CONTRACTOR INFORMATION:

Name of Company: _____ | Contact Name: _____

Street Address: _____ | City, State, Zipcode: _____

Phone: _____ | Fax: _____ | (email) _____

LENDER/SURETY INFORMATION:

Name of Company: _____ | Contact Name: _____

Street Address: _____ | City, State, Zipcode: _____

Phone: _____ | Fax: _____ Account/Bond Info: _____