

Job Information Worksheet

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

PROJECT INFORMATION: Name of Project: _____

Project Street Address: _____

Project City, State, Zipcode: _____

Project Type (Check one): ☐ Private Commercial | ☐ Existing Residential | ☐ New Residential | ☐ Public | ☐ Federal

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

Project Contract - 1st Notice Estimated Amount: _____ | **Balance Due if paid off in full** _____

Project Start Date: _____ | **Project Finish Date:** _____ | **Add legal fees for construction liens: \$** _____

Type of equipment, labor, materials, or services provided (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: _____