

**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:  1<sup>st</sup> Notice  Warning  Lien  Bond Claim  Stop Notice  Other \_\_\_\_\_

Contract - 1<sup>st</sup> 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: \_\_\_\_\_