



**JOB INFORMATION SHEET**

**The following is required on all jobs.**

1. This job information sheet filled out **completely**.
2. A signed purchase order, identifying project, and stating approximate material requirements.

A. Amount and Description of Materials to be Furnished: Amount: \$ \_\_\_\_\_  
 Description \_\_\_\_\_ Starting Date \_\_\_\_\_

B. Customer's Full Name: \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

C. Customer Relationship to Job:  Owner  General Contractor  Subcontractor  
 Other (specify) \_\_\_\_\_

D. Job Location: Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E. Owner/Awarding Authority: Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

F. General Contractor:  
 1. Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 2. Surety Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

G. Subcontractor (if other than customer):  
 1. Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 2. Surety Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**FOR SALES USE ONLY**

Territory \_\_\_\_\_  
 Salesman \_\_\_\_\_

Submitted by: \_\_\_\_\_  
 Position/Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**TO BE COMPLETED BY CUSTOMER IF NO SEPARATE PURCHASE ORDER EXISTS.**

Estimated Quantity \_\_\_\_\_ Estimated Dollar Value \_\_\_\_\_ Materials \_\_\_\_\_

Note: please forward completed form:

**Attn: Credit Department**

Signature (Customer)