

PROJECT INFORMATION SHEET

Customer Name: _____ **Customer #:** _____

Project Name: _____ **Date:** _____

PO#: _____ **Our Order #:** _____

Material: _____ **Local Rep:** _____

Dear Customer,

To ensure against delays in scheduling or completion of your job, we require the project information or a copy of the Notice of Commencement. Please complete and return this form as soon as possible, to avoid any delays with your order.

Project Manager: _____
Name Phone Email

Project Address: _____

Owner: _____
Name

Address

City, State and Zip

General Contractor: _____
Name

Address

City, State and Zip

Bonding Company: _____
Name Phone

Bond # (If project is bonded, please provide a copy of the bond)