

## Project Information Sheet

Use this template to collect information at the start of every new job.

Job Name: \_\_\_\_\_

Job Address: \_\_\_\_\_ Zip: \_\_\_\_\_

### Job Type

#### *Private*

\_\_\_\_\_ Residential  
\_\_\_\_\_ Owner Occupied  
\_\_\_\_\_ Residential  
\_\_\_\_\_ Commercial

#### *Public*

\_\_\_\_\_ State / County  
\_\_\_\_\_ Federal  
\_\_\_\_\_ P3 - Other

### Your Role on the Job

#### *Top Tier*

\_\_\_ Property Owner  
\_\_\_ General Contractor

#### *Lower Tier*

\_\_\_ Subcontractor  
\_\_\_ Sub-Subcontractor  
\_\_\_ Material Supplier  
\_\_\_ Equipment Lessor  
\_\_\_ Architect / Engineer  
\_\_\_ Other

### Important Dates

Project Start Date

\_\_\_ / \_\_\_ / \_\_\_

Project End Date

\_\_\_ / \_\_\_ / \_\_\_

Labor / Materials First  
Delivered Date

\_\_\_ / \_\_\_ / \_\_\_

Labor / Materials Last  
Delivered Date

\_\_\_ / \_\_\_ / \_\_\_

Date of Substantial  
Completion

\_\_\_ / \_\_\_ / \_\_\_

Contract Value: \_\_\_\_\_

Contract Number: \_\_\_\_\_

### WHO HIRED YOU

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Role on Project (check which applies): Property Owner \_\_\_ GC \_\_\_ Subcontractor \_\_\_ Other \_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY OWNER OR DEVELOPER**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**GENERAL CONTRACTOR**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**LENDER (IF ANY)**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**SURETY / BONDING COMPANY (IF ANY)**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**BOND INFORMATION:**

\_\_\_\_\_  
\_\_\_\_\_