

Job Information Worksheet
Please fill in information where known and applicable

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

PROJECT INFORMATION: Name of Project: _____

Street Address: _____ | City, State, Zipcode: _____

Contact Person: _____ | Contact Phone: _____

Check here if this is a Private Job Check here if this is a Public Job

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

1st Notice Amount: _____ | Lien/Bond Claim/Stop Notice Amount: _____

Start Date: _____ | Finish Date: _____ | PO# _____ | 1st Notice date (if applicable) _____

Type of work performed (in 3-5 words): _____

CUSTOMER INFORMATION: (The Company you are in direct contract with)

Name of Company: _____ | Contact Name: _____

Street Address: _____ | City, State, Zipcode: _____

Phone: _____ | Fax: _____

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: _____

GENERAL/PRIME CONTRACTOR INFORMATION:

Name of Company: _____ | Contact Name: _____

Street Address: _____ | City, State, Zipcode: _____

Phone: _____ | Fax: _____

LENDER/SURETY INFORMATION:

Name of Company: _____ | Contact Name: _____

Street Address: _____ | City, State, Zipcode: _____

Phone: _____ | Fax: _____ Account/Bond Info: _____