



## Project Information Sheet

This job sheet needs to be filled out completely and sent to the credit department for processing.

Date: \_\_\_\_\_ Branch: \_\_\_\_\_ TM: \_\_\_\_\_  
Acct #: \_\_\_\_\_ Customer Name: \_\_\_\_\_  
Job Amount: \_\_\_\_\_ Delivery Notification Email: \_\_\_\_\_

### Project Location

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Is this job taxable? Yes \_\_\_\_\_ No \_\_\_\_\_ (Please attached resale/exempt certificate)  
Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Private New Construction \_\_\_\_\_ Private Reroof \_\_\_\_\_ Federal/State \_\_\_\_\_

### Property Owner

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### General Contractor

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### Sub-Contractor

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### Surety

Surety Name (if applicable): \_\_\_\_\_ Bond #: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
E-mail address: \_\_\_\_\_