



6131 Selinsky
Houston, Texas 77048
Phone: 713.987.0000

JOB INFORMATION REQUEST FORM

Customer: _____ Fax number: _____

Is this job Taxable? Y N If no, please attach a copy of your Tax-Exempt Certificate.
This document **must** be on file before starting the job.

Does the job require Certified Payroll? Y N Retainage? _____ %

DETAILED JOB INFORMATION:

Project Name: _____ Job No./PO: _____

Specific Address/Legal Description: _____

Project Manager: _____ Telephone #: _____

Owner: _____ Telephone #: _____

Address: _____ City: _____ State: _____ Zip: _____

General Contractor: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone #: _____

Sub Contractor: _____ Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone #: _____

Is this a Bonded Job? Y N If yes, please attach a copy of the Bond or provide the following information below:

Bonding Company: _____ Bond #: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone #: _____

Accounts Payable Contact: _____ Telephone #: _____

Accounts Payable Email Address: _____

***Please send the completed form by email to your point of contact. Work will commence upon receipt. ***