

# JOB START UP SHEET

## Customer Information:

Name \_\_\_\_\_ Acct # \_\_\_\_\_  
Address \_\_\_\_\_ Relationship to job:  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  Owner  GC  Sub  
Phone(\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  Other \_\_\_\_\_

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## Project Information:

Project Name and Description \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Anticipated Value of Contract \$ \_\_\_\_\_ First Delivery \_\_\_\_/\_\_\_\_/\_\_\_\_ (est)  
 Private  Federal  Other Public Last Delivery \_\_\_\_/\_\_\_\_/\_\_\_\_ (est)  
 Copy of payment bond attached

Complete all that apply:

### General Contractor:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone(\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Owner:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone(\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Surety:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Name \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone(\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
Account Number \_\_\_\_\_

### Construction Lender:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Name \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone(\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_  
Account Number \_\_\_\_\_

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## Company Credit Representative:

Liens rights available?  Yes  No

## Notification Requirements:

Prelim/Commencement?  Yes  No Date completed \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Other Notice/Claim Timing \_\_\_\_\_

To be Completed by \_\_\_\_\_ Date completed \_\_\_\_/\_\_\_\_/\_\_\_\_

Credit Rep \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_