



Job Cover Sheet

Contractor Information:

Name: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone #: _____
 Account #: _____
 Email: _____

Job Information:

Name: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Project Manager: _____
 Cell Phone#: _____
 Email: _____
 Total PO \$: _____
 PO Number: _____
 Terms Quoted: _____
 Is Job Bonded by Performance or Payment Bond? _____
 Date of First Shipment: _____
 Estimated Completion Date: _____
 Is the Job Tax Exempt?: _____
 Is there a notice of commencement on this job? _____
 Public or Private Job?: _____

Owner Information:

Name: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone #: _____
 Email: _____

General Contractor:

Name: _____
 Address: _____
 City: _____
 State: _____
 Zip: _____
 Phone #: _____
 Email: _____

Salesmen: _____

Requirements Needed For Proper Filing and Invoicing:

- * Copy of Bond
- * Tax Exemption Form
- Notice of Commencement