

## Project Information Sheet

The following is required on:

- **Field Service**
  1. A signed contract or customer Purchase Order, identifying project, and an itemized list of estimated charges.
  2. A Project Information Sheet filled out completely and signed.
- **In-house finishing and services**
  1. A signed customer Purchase Order, identifying project, and requesting \$50,000.00 or more of in=house finishing.
  2. A Project Information Sheet filled out completely and signed.

**A. Amount and Description of materials and services to be provided:**

Contract/P.O.# \_\_\_\_\_ Start Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_  
 Description: \_\_\_\_\_

**B. Customer:**

Full Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**C. Customer Relationship to Project:**

Owner                       General Contractor                       Subcontractor

Other (specify): \_\_\_\_\_

**D. Job Location**

Job Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**E. Owner/Awarding Authority:**

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**F. General Contractor:**

1. Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
2. Surety Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**G. Subcontractor (if other than customer):**

1. Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
2. Surety Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Customer:** I certify that the above project information is complete and accurate.

Name: (please type/print) \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** please forward completed form with Contract / Purchase Order to Linetec Credit Department