

JOB INFORMATION SHEET



METAL SALES CUSTOMER

NAME	ACCOUNT #	BRANCH
ADDRESS	CITY	STATE ZIP
CONTACT	PHONE	FAX EMAIL

CUSTOMER IS: Owner General / Prime Contractor 1st Tier Subcontractor 2nd Tier Subcontractor Material Supplier Leasehold Interest

PROJECT INFORMATION

\$ MSMC EST. AMOUNT (USD)	PURCHASE ORDER #	SALES ORDER #	EST. PRODUCTION DATE	EST. FIRST FURNISHING	EST. LAST FURNISHING
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PROJECT NAME

STREET ADDRESS	CITY	STATE	ZIP
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CONTACT PHONE FAX EMAIL

STRUCTURE: NEW CONSTRUCTION IMPROVEMENT

BUILDING: COMMERCIAL RESIDENTIAL AGRICULTURAL

BUILDING DESCRIPTION

PROJECT TYPE: PRIVATE PUBLIC – STATE PUBLIC – FEDERAL Contract # (Federal) _____

IF PUBLIC PROVIDE THE FOLLOWING: 1) Copies of Payment and Performance Bond(s) 2) Federal Projects attach copy of Awards Letter.

TAX EXEMPT: YES NO If YES, attach copy of exemption certificate

OWNER – Jobsite/Project

NAME	ADDRESS	CITY STATE ZIP
CONTACT	PHONE	
EMAIL		

OWNER – Land

NAME	ADDRESS	CITY STATE ZIP
CONTACT	PHONE	
EMAIL		

LENDER

NAME	ADDRESS	CITY STATE ZIP
CONTACT	PHONE	
EMAIL		

GENERAL / PRIME CONTRACTOR

NAME	ADDRESS	CITY STATE ZIP
CONTACT	PHONE	
EMAIL		

1ST TIER SUBCONTRACTOR

NAME	ADDRESS	CITY STATE ZIP
CONTACT	PHONE	
EMAIL		

SURETY (GC / PRIME CONTRACTOR)

NAME	BOND #	NAME
CONTACT	PHONE	
EMAIL		

SURETY (SUBCONTRACTOR)

SUBMITTED BY: NAME: DATE:

MSMC APPROVED BY: