

Customer Job Form

Job Account Process

(Prior to receiving materials.)

- Fill out job form.
- Attach copy of contract and or purchase order.
- Building permit number and notice of commencement will first be verified on State Construction Registry. General Contractor will possibly be notified to verify the job.
- A separate permanent “Ship-To” will be set up on the account for the job.
- A Preliminary Notice will be submitted on State Construction Registry.
- Paperwork filled out with General Contractor if a joint check is needed.

Customer: _____

Bond No. _____ SCR No. _____

Job Name: _____

Building Permit No: _____

Job Location: _____

Name or Property Owner: _____

General Contractor’s Name, Address and Phone: _____

Estimated Job Amount: _____

Joint Check Requested: YES NO

Date Submitted: _____ Salesman: _____

Ship To #: _____ Date SCR Completed: _____ By: _____