



Corporate Office
5617 Campbell Rd
Houston, TX 77041
713/460-8400 FAX: 713/460-5137

JOB INFORMATION SHEET

Please fax back to 713-460-5137

Salesman: _____
Date: _____

Please submit completed form in advance of all Job Specific orders. Failure to provide complete information in a timely manner could jeopardize any previously committed delivery specifications.

The information provided below will be used to file a preliminary notice. Notices will be mailed to all parties listed.

Request Date: _____ Job Start Date: _____

CONTACT INFORMATION

Legal Name: _____
Physical Address: _____
Billing Address: _____
Phone Number: _____ Fax: _____
Contact Name: _____ E-Mail: _____

JOB INFORMATION

Job Name: _____ Job Number: _____
Contract Number: _____ PO Number: _____
Jobsite Address: _____
Estimated amount of material to be supplied: _____

GENERAL CONTRACTOR INFORMATION

Legal Name: _____
Contact Name: _____ Phone Number: _____
Physical Address: _____
Billing Address: _____

PROJECT OWNER & LENDER INFORMATION

Project Owner: _____ Phone Number: _____
Physical Address: _____
Billing Address: _____
Project Lender: _____