

Subcontractor Information Sheet

Full Company Name: _____

Address: _____

City/St/Zip: _____

Office Phone: _____ Office Fax: _____

Trade: _____ Federal ID: _____ Contractor's License: _____

Estimator Contact: _____

Accounting Contact: _____

Estimator E-mail: _____

Accounting E-mail: _____

Direct # or Ext.: _____

Direct # or Ext. _____

Closeout Contact: _____

Closeout E-mail: _____

TERMS & REQUIREMENTS:

ACCOUNTING:

- INVOICES: Our terms are net 30 based upon date of receipt. We do not accept faxed copies.
- RELEASES: Upon receipt of final payment a #4 Lien Release must be forwarded to us.

SUBCONTRACTOR QUALIFICATIONS:

- PRELIMS: Prelim requests should be emailed to bidding@lockrul.com
- INSURANCE: All insurance requirements must be met before a subcontractor can commence work on our jobsites.
- CLOSEOUTS: Upon the completion of any project that requires a subcontract agreement, the subcontractor must forward closeout documents before any payment will be issued. (ex: 1-year work guarantee letter, as-builts, O&M manuals, etc.)

I have read & understand the above terms & requirements from Lockrul Construction:

Signed: _____ Dated: _____
Name, Title

FOR OFFICE USE ONLY

- | | |
|------------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> General Liability Insurance _____ | <input type="checkbox"/> Endorsement Document _____ |
| <input type="checkbox"/> Worker's Compensation _____ | <input type="checkbox"/> Auto Liability _____ |
| <input type="checkbox"/> Completed W-9 Form _____ | |