



Securing Your Tomorrow

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JOB INFORMATION SHEET

The following is required on all jobs:

1. This job information sheet needs to be filled out **completely**.
2. A signed purchase order identifying the project and stating the approximate material requirements.

A. Project Type Private Public Federal Residential Commercial Rental
 One Building Multiple Buildings New Construction Improvement Copy of Payment Bond

B. Materials to be Furnished Materials Labor Mat'ls & Labor Spec Fab Mat'ls Spec Fab Mat'ls & Labor
Amount \$ _____ Starting Date _____

Description _____

C. Customer Information

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____ Email _____

D. Customer's Relationship to Job

Owner General Contractor Subcontractor Other (specify): _____

Is the customer installing materials (if applicable?) Yes No

E. Job Location

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____ County _____ Email _____

F. Owner/Awarding Authority

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____ Email _____

G. Lending Company

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____ Email _____

H. General Contractor

1. Name _____ Phone _____

Address _____

City _____ State _____ Zip _____ Email _____

2. Surety Name _____ Bond # _____

Address _____ Phone _____

City _____ State _____ Zip _____ Email _____

I. Contractor (if other than customer)

1. Name _____ Phone _____

Address _____

City _____ State _____ Zip _____ Email _____

2. Surety Name _____ Bond # _____

Address _____ Phone _____

City _____ State _____ Zip _____ Email _____

J. Architect

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____ Email _____

To be completed by customer if no separate purchase order exists.

Estimated Quantity _____ Estimated \$ Value _____ Materials _____

Please forward completed form to: **Credit Department**

Customer Signature _____

