

**INFORMATION SHEET**

Type of Job **Private** \_\_\_\_\_ **Public Works** \_\_\_\_\_ **Federal** \_\_\_\_\_ \$ of Job \_\_\_\_\_

Job Name \_\_\_\_\_

Legal Description \_\_\_\_\_

Shipping Address of Job \_\_\_\_\_

Owner of Project \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

**GENERAL CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

(If you are the General Contractor, Sub contractor information not applicable to you.)

**SUB CONTRACTOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

**INVOICE REQUIREMENTS**

Purchase Order if applicable for this job \_\_\_\_\_

Job Name you would like on this account \_\_\_\_\_

Authorized Signature or Buyer if applicable \_\_\_\_\_

Tax Rate to be Charged if Job out of Montana \_\_\_\_\_

**BONDING COMPANY**

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_St\_\_\_\_\_Zip\_\_\_\_\_Phone#\_\_\_\_\_

Phone Number (     )     -

Who is Bonded? General\_\_\_\_\_Sub\_\_\_\_\_Bond #\_\_\_\_\_

Bonding Agent\_\_\_\_\_

**A copy of the Bond is required by NWP. If not available at the time of completing information sheet, please provide the above information so we can do a verbal confirmation and get a copy from your insurance agent. This is no reflection of our relationship with you as a customer. It is our normal business practice on bonded jobs.**

**CREDIT OFFICE USE**

General Notified     Yes\_\_\_\_\_No\_\_\_\_\_

Bonding Co. Notified Yes\_\_\_\_\_No\_\_\_\_\_