



# JOB INFORMATION SHEET

Please email [kmarshall@metalroofingsystems.com](mailto:kmarshall@metalroofingsystems.com)

This job information sheet must be filled out completely, legibly and signed. Failure to provide this information will result in Production and Delivery delays.

**A. Project Type**       Private  Public  Federal                       New Construction    or     Improvement  
Is the project Bonded?     Yes     No    Commercial    or    Residential  
Total Material Amount for Project \_\_\_\_\_

**B. MRS Customer Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**C. Customer's Relationship to Job**

Owner  General Contractor  Sub Contractor  Other (specify): \_\_\_\_\_  
Is the customer installing materials (if applicable?)                       Yes             No

**D. Job Location**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

**E. Owner/Lien Agent Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Lien Agent Name** \_\_\_\_\_ **Lien Agent Phone** \_\_\_\_\_

**Lien Agent Address** \_\_\_\_\_

**F. General Contractor Information**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

2. Bonding Company Information \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Bond # \_\_\_\_\_

**G. Contractor Information (if other than customer)**

1. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

2. Bonding Company Information \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Bond # \_\_\_\_\_

**ALL INFORMATION PROVIDED IS TRUE AND CORRECT**

Customer Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Customer Name \_\_\_\_\_ Title \_\_\_\_\_