PROJECT INFORMATION SHEET

13021 Windfern Rd
Houston, Texas 77064
OFFICE: 281.955.0971
FAX: 713.996.8866

SECTION ONE - CUSTOMER INFORMATION

Customer Name: _____ Date: _____
Job Name: _____
Address _____ City _____ State _____ Zip _____
Contact _____ Cell _____ Email _____

SECTION TWO - PROJECT NAME AND INFORMATION

Project Name _____
Project Type:

☐ Private ☐ Public ☐ Federal ☐ Residential ☐ Commercial
☐ Rental ☐ Multiple Buldings ☐ New Construction ☐ Improvement

Address _____ City _____ State _____ Zip _____
Project Mgr. _____ Cell _____ Email _____
Asst. Project Mgr. _____ Cell _____ Email _____
Superintendent _____ Cell _____ Email _____
Project Coordinator _____ Email _____

SECTION THREE - OWNER INFORMATION

Name of Owner _____
Address _____ City _____ State _____ Zip _____
Office Phone _____ Fax _____ Other _____
Owner's Rep. _____

SECTION FOUR - ARCHITECT INFORMATION

Name of Architect _____
Address _____ City _____ State _____ Zip _____
Office Phone _____ Other _____
Project Manager _____
Project Manager _____ Cell _____ Email _____

SECTION FIVE - BOND INFORMATION

Name of Surety Co. _____
Address _____ City _____ Zip _____
Office Phone _____
Bond Number _____
Agent's Name _____
Address _____ City _____ State _____ Zip _____
Office Phone _____

SECTION SIX - OTHERS:

Material Received Date _____
Description of Provided Materials _____
Estimated Price of Provided Materials _____