



6575 Hinson Street  
 Las Vegas, NV 89118  
 Phone (702) 649-7160  
 Fax (702) 649-7983

1501 East 2nd Street  
 Odessa, TX 79761  
 Phone (432) 332-5758  
 Fax (432) 332-5778



2507 West Bender Road  
 Hobbs, NM 88240  
 Phone (575) 393-6340  
 Fax (575) 393-6325

5027 Jackson Street  
 Williston, ND 58801  
 Phone (701) 577-1333  
 Fax (701) 577-7333

<b>JOB PRELIMINARY INFORMATION</b>		<b>SALES REP:</b>	
<b>JOB PRELIMINARY INFORMATION</b>	<b>JOB NAME (**MUST BE COMPLETED**)</b>		<b>JOB NUMBER</b>
	<b>ADDRESS OR DESCRIPTION OF JOB SITE (**MUST BE COMPLETED**)</b>		
	<b>LOT &amp; BLOCK NUMBERS IF APPLICABLE</b>		
	<b>AMOUNT OF SUPPLIES (\$) (**MUST BE COMPLETED**)</b>		<b>DATE OF FIRST SHIPMENT</b>
	TYPE OF WORK PERFORMING ON SAID PROPERTY		
<b>OWNER NAME</b>	<b>(IF PUBLIC AGENCY GIVE DISBURSING OFFICE OR OFFICER NAME (**)</b>		<b>PHONE NO. (**)</b>
	<b>ADDRESS (**MUST BE COMPLETED**)</b>		
<b>GENERAL CONTRACTOR</b>	<b>NAME (**MUST BE COMPLETED**)</b>		<b>PHONE NO. (**)</b>
	<b>ADDRESS (**MUST BE COMPLETED**)</b>		
	BOND COMPANY	PHONE #	BOND #
<b>ELECTRIC SUB-CONTRACTOR</b>	<b>NAME (**MUST BE COMPLETED**)</b>		<b>PHONE NO. (**)</b>
	<b>ADDRESS (**MUST BE COMPLETED**)</b>		
	BOND COMPANY	PHONE #	BOND #

Please note that all text in **BOLDED (\*\*)** must be filled out correctly and completely. Upon receiving any job sheet and it's not filled out completely, your sales rep will call you back requesting all the necessary information. If for some reason you can't obtain the information please provide everything to the best of your ability.

\*\*\*Should you have any questions regarding this matter, please feel free to give us a call.

**WE THANK YOU IN ADVANCE FOR YOUR COOPERATION IN THIS MATTER**

<b>OFFICE USE</b>	PRE-LIEN AMOUNT	DATE PREPARED	PREPARED BY
	NOTES/COMMENTS	CUSTOMER P.O. NO.	JOB NO.