

**JOB INFORMATION SHEET
&
NOTICE OF COMMENCEMENT OF PROJECT**

TO: Arlenco Distribution, Inc.
2965 South 2000 West
Rexburg, Idaho 83445
(208) 356-6677, Fax: (208) 356-0611

FROM: _____

This information sheet must be filled out completely and legibly. You may fax it with a copy of the purchase order to 208-356-0611, or mail it to the above address. Thank you.

1. Project Name: _____

2. Project Address: _____

3. City/County/State: _____

4. **ATTACH LEGAL DESCRIPTION OF THE PROJECT PROPERTY-THIS IS
REQUIRED.**

5. Your Purchase Order Number: _____ **PLEASE ATTACH COPY.**

6. Amount and description of materials to be furnished: \$ _____

7. Project Owner/Awarding Authority: _____

Address: _____

City/State/Zip: _____

Phone # _____

8. General Contractor: _____

Address: _____

City/State/Zip: _____

Phone # _____

9. Subcontractor: _____
Address: _____
City/State/Zip: _____
Phone # _____

10. Contractor providing surety bond: _____
Surety Name: _____
Address _____
City/State/Zip _____
Phone # _____

10. Your relationship to Job: _____ Owner _____ General Contractor _____ Subcontractor
_____ Other (please specify) _____

11. **Projected completion date for your portion of the job involving our products:**
_____.

*** PLEASE NOTE: FINANCE CHARGES WILL APPLY**

Dated this _____ day of _____.

Signature of Contractor or Authorized Representative