



## Project Information & Contact List

**Name of Project:** \_\_\_\_\_  
*Use project title as exactly on award letter or contract*

**Name of Land Owner** \_\_\_\_\_  
**Owner Address:** \_\_\_\_\_  
**Owner Phone:** \_\_\_\_\_

**An explanation of deviations to *Subcontractor List* must be provided. If a subcontractor is added or replaced explain why in the provided "Comments" area. Return this form by mail, fax or e-mail at the address above.**

Prime Contractor: \_\_\_\_\_  
Ohio Contractor Registration #: \_\_\_\_\_  
Federal ID #: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Office Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Project Manager: \_\_\_\_\_  
Project Manager E-mail Address: \_\_\_\_\_  
Superintendent: \_\_\_\_\_  
Superintendent E-mail Address: \_\_\_\_\_  
Superintendent Cell Phone #: \_\_\_\_\_  
Site Phone #: \_\_\_\_\_  
Primary Emergency Contact: \_\_\_\_\_  
Secondary Emergency Contact: \_\_\_\_\_  
(Not required if Primary is answered 24 hours)

List additional names and e-mail addresses of those in your company (that were not listed on the Subcontractor List)

Name & Title _____	Email _____
Name & Title _____	Email _____
Name & Title _____	Email _____
Name & Title _____	Email _____
Name & Title _____	Email _____

- Do not follow-up with hard copy by mail.
- **If you do not intend to use any subcontractors, check here:**

**Meeting Folder:** \_\_/\_\_/\_\_

**Subcontractor:**

Section & Description:

Ohio Contractor Registration #:

Federal ID #:

Street Address:

City, State, Zip:

Office Phone #:

Fax #:

Emergency Contact:

Primary Contact & Title

Type of work:

- Excavation/Grading
- Wrecking-Demolition
- Roofing-Siding-Sheet Metal
- Fire Protection
- Plumbing
- Electrical-Telecommunications

- Site Utilities
- Concrete
- Windows/curtainwall
- Elevator (other)
- Electrical
- Material Supplier only

- Landscaping
- Steel/Metals
- Flooring
- HVAC
- Electrical-Fire Alarm

- Paving
- Carpentry/Millwork
- Painting
- HVAC - Hydronic

**Subcontractor:**

Section & Description:

Ohio Contractor Registration #:

Federal ID #:

Street Address:

City, State, Zip:

Office Phone #:

Fax #:

Emergency Contact:

Primary Contact & Title

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**Subcontractor:**

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- Elevator (other)
- Electrical
- Material Supplier only

- Lanscaping
- Steel/Metals
- Flooring
- HVAC
- Electrical-Fire Alarm

- Paving
- Carpentry/Millwork
- Painting
- HVAC - Hydronic

**Subcontractor:**

\_\_\_\_\_

Section & Description:

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Ohio Contractor Registration #:

\_\_\_\_\_

Federal ID #:

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City, State, Zip:

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Office Phone #:

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Fax #:

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Emergency Contact:

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Primary Contact & Title

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Office Phone #:

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Fax #:

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Emergency Contact:

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Primary Contact & Title

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Comments: