

# You Deserve Information About Your Project

This Information Is Provided By: \_\_\_\_\_

For The Following Project: \_\_\_\_\_  
\_\_\_\_\_

**You deserve information about your project, the ability to track participants, work performed, and visibility.**

We want to help out by providing you with the information about the project at:

Project Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Information Is Being Provided To The Following Parties

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Hiring Party

\_\_\_\_\_  
  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Phone: \_\_\_\_\_

## This information Is Provided By

Company Name: \_\_\_\_\_  
\_\_\_\_\_  
  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## Description of Work Provided

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We are hopeful that the information provided above is helpful to you in managing this project, and by making project participants visible.

While we try to keep contractors fully informed, we can't do that if any of our information is incorrect. If anything above is wrong, we have provided several ways for you to help us out and let us know. These methods are described on the following page.

**IMPORTANT: DID WE GET SOMETHING INCORRECT?**  
**Let Us Know By Responding to This Request for Information**

We have provided the information that we know, however, there may be some things we don't know or which were mistaken.

If the property owner, prime contractor, construction lender (if applicable) or surety (if applicable) are not identified, or if any is incorrectly identified, please let us know.

We can be contacted through the following methods:

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Thank you for your help! We're excited to be a part of this project!

Our contact information is below. Please get in touch with us if you have questions.