

Request for List of Subcontractors & Suppliers

This document does not indicate there is an issue on the below Project. It merely requests a full list, to the recipient's knowledge, of all subcontractors & suppliers for the project. By knowing everyone who is providing work on the project, it will be easier to coordinate work and payments for the duration of the job.

Project

Nickname: _____

Address: _____

Project Description: _____

Requesting Party

Company Name: _____

Address: _____

Please provide a full list, in writing, of all parties you know to be working on the project and the party who hired them (if known). This includes any and all subcontractors or suppliers you have hired, as well as those subs and suppliers hired by other parties on the project that you are aware of.

By collecting this information, our goal is to create a more transparent project. With greater visibility down the payment chain, disputes can be nipped in the bud and payments can be made more quickly and with confidence.

Thank you for your cooperation!

(Print Name)

(Title)

(Company Name)

(Date)