



JOB INFORMATION SHEET

Date: _____
 Contract / Job #: _____
 Credit Request: \$ _____
 Territory Manager: _____
 P.O. _____

Please complete and return to:
iss@huntongroup.com
 or fax to: **713-789-0353**

*Do not leave fields blank.
 Put N/A if not applicable.*

Jobsite

Tenant	
Street Address	
City	
State & Zip code	
Phone number	

Property Owner

Legal Name	
Mailing Address	
Street Address	
City	
State & Zip code	
Phone number	

General Contractor

Name	
Mailing Address	
Street Address	
City	
State & Zip code	
Phone number	

HVAC Contractor

Name	
Mailing Address	
Street Address	
City	
State & Zip code	
Phone number	

JOB TYPE: **PAYMENT BOND:** **IF YES, Which Contractor Will Furnish:**

Bonding Company (Not Agent)

Name	
Mailing Address	
City	
State & Zip code	
Bond Number	

NOTE:
 It is necessary for all commercial jobs over \$10,000 to have a job information sheet filled out. For COD customers, this requirement goes into effect for jobs over \$6,000.

Having this protects our lien rights & also helps our customers collect their money in the event they are not getting paid. Also, if we have a job information sheet, the amount of that job does not go against the customer's credit line.