

To be prepared by Swift salesperson and returned  
to Credit Department



**PROJECT INFORMATION SHEET**  
**MUST BE SUBMITTED BEFORE ORDER PROCESSING**

Salesperson Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**CUSTOMER NAME:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Type of Contract:** \_\_\_\_\_ **Prime (direct with owner)** \_\_\_\_\_ **Sub Contract (with G.C.)**

**Value first order:** \_\_\_\_\_ **Expected value – additional orders:** \_\_\_\_\_  
**All shipments must be to job site!**

**PROJECT NAME:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **St:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Type of Job: (Please check one)** Private \_\_\_ City \_\_\_ County \_\_\_ State \_\_\_ Federal \_\_\_

**PROJECT OWNER'S NAME:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **St:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Is project owner the owner of land on which project is being constructed? If no, who is landowner? Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **St:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**GENERAL CONTRACTOR'S NAME:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **St:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**General Contract Amount \$** \_\_\_\_\_ **Electrical Contract Amount \$** \_\_\_\_\_  
**Is our customer paid for material stored on job? Y\_\_\_ N\_\_\_**  
**Is our customer paid for material stored off job? Y\_\_\_ N\_\_\_**  
**Monthly Requisition? Y\_\_\_ N\_\_\_ Requisition Date:** \_\_\_\_\_ **Retainage:** \_\_\_\_\_ %  
**Lump sum when completed only? Y\_\_\_ N\_\_\_**

**BONDING REQUIREMENTS: General Contractor Y\_\_\_ N\_\_\_ Electrical Contr. Y\_\_\_ N\_\_\_**  
**Bonding Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **St:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Is Job Taxable? Y\_\_\_ N\_\_\_ (If no, please attach proper certificate)**