

Steps Plus, Inc.

6375 Thompson Rd.

Syracuse, N.Y. 13206

Ph.: 315-432-0806 Fax: 315-432-0612

Project Information Sheet**Architectural Precast Concrete & Cast Stone****WEBSITE: steps-plus.com**

Date Completed: _____

Purchaser: _____

Contact: _____

Project Name: _____

Your firm has ordered custom materials from Steps Plus, Inc. for the above project. This sheet must be completed and returned to Steps Plus as soon as possible. We have filled in some of the blanks for you. Please check to see that the information we filled in is correct and then fill in the remaining blanks before returning this sheet to Steps Plus. Thank you.

PURCHASER'S STATUS

☐ General Contr. ☐ Mason Subcontractor hired by _____ ☐ Mason Prime Contr.
☐ Const. Manager ☐ Owner of Project ☐ Other _____

OWNER OF PROJECT

Owner's Name: _____

Address: _____

Owner Contact: _____

Phone: _____ Fax: _____

PROJECT PARTICIPANTS

Architect: _____

Phone: _____

Construction Manager: _____

Phone: _____

General Contractor: _____

Phone: _____

Mason Contractor: _____

Phone: _____

BONDING COMPANIES FOR THIS PROJECT

G.C.'s Bonding Co.: _____

Phone: _____

Mason's Bonding Co.: _____

Phone: _____

TAX INFORMATION

☐ Job is tax exempt. Tax exempt certificate enclosed.
☐ Job is tax exempt. Tax exempt certificate will be sent at a later date.
☐ Job is not tax exempt. The tax rate for materials on this job is _____% for County of _____.
☐ Use our Direct Pay Permit # _____ and do not charge us tax.
☐ Other _____.

PREPARED BY

This sheet prepared by (printed name): _____ Date: _____