



Western Wood Structures, Inc.

Preliminary Notice Information Sheet

Western Wood Structures Information -

1

| | | | |
|---------------|--|--------------|--|
| Job Name: | | Prospect #: | |
| Job Location: | | Salesperson: | |
| County: | | Email: | |

THANK YOU FOR CHOOSING TO WORK WITH US!! So that we process your work correctly, we require all applicable information requested in SECTION 2. To eliminate unnecessary delays in processing, please have complete names and addresses available. Please complete SECTION 2 and return this form at your earliest convenience. Thank you for your cooperation.

Project Team -

| | | | |
|----------|-------------|------------|-------------|
| Owner: | | Architect: | |
| | Company | | Company |
| Contact: | | Contact: | |
| | Name, Title | | Name, Title |
| Phone #: | | Phone #: | |

| | | | |
|-----------|-------------|-------------|-------------|
| Engineer: | | Contractor: | |
| | Company | | Company |
| Contact: | | Contact: | |
| | Name, Title | | Name, Title |
| Phone #: | | Phone #: | |

2

Customer/Project Information -

| | | | |
|-----------|---------|----------|-------------|
| Customer: | | Contact: | |
| | Company | | Name, Title |

| | | | |
|--------------------|-------------|-------------------|-------------|
| Invoicing - | | Shipping - | |
| Address: | | Site Address: | |
| Contact: | | Site Contact: | |
| | Name, Title | | Name, Title |
| Phone #: | | Site Phone #: | |
| Email: | | Site Email: | |

| | | | |
|------------|-----------------|--------------|--|
| Sales Tax: | | Plans Dated: | |
| Resale #: | (if applicable) | Specs Dated: | |
| Prev Wage: | yes no | Addendas: | |

3

Contractual Information - **WWSI Use Only**

| | | | |
|---------------|-------------|-------------|--|
| Sales Price: | | Sale Terms: | |
| WWS Design: | yes no | % Down: | |
| Submittals: | | Retainage: | |
| Installation: | | F.O.B.: | |