



Dear Prospective Subcontractors:

Thank you for your interest in providing service to Benchmark Construction Inc.

Before issuing a check for services, we will need the following information on file:

- W-9 Cover Page and W-9 completed, signed, and returned to Benchmark Construction Inc.
- A copy of your contractor's license
- A current Liability Insurance Certificate listing BENCHMARK CONSTRUCTION INC. as Additional Insured.
- A current Workers Compensation Insurance Certificate with BENCHMARK CONSTRUCTION INC. as a Certificate Holder or Waiver (if no workers compensation is required, you must furnish a State Exemption Certificate Form)
- For Sole Proprietorship you must submit a copy of your Social Security card or Employer Identification number
- A copy of GE Form with the GE Tax number clearly showing

In order to expedite the billing process, we request that you submit the appropriate lien release along with your invoice. Please note that the term of payment for Benchmark Construction Inc. is net /15.

GENERAL CONTRACTORS / SUBCONTRACTOS AGREEMENT

I have read and understand the conditions for doing subcontract work for BENCHMARK CONSTRUCTION INC. and realize that I will not get paid for work performed until all requested information has been provided to BENCHMARK CONSTRUCTIN INC.

Signature _____ Printed Name _____

Company Name _____ Your Title _____