

JOB INFORMATION SHEET

Echo Electric Customer Information

Echo Electric Salesperson Name:		Date
Customer Name:		Customer Account #:
Customer Address:		Purchase Order Issued: YES <input type="checkbox"/> NO <input type="checkbox"/>
Customer Contact Name:	Contact Phone:	Contact Email:

JOB INFORMATION

Project Start Date:	Est. Completion Date:	DTS Job? YES NO
General Description of Materials/Services:		Est. Job Value:
Job Tax Exempt? YES <input type="checkbox"/> NO <input type="checkbox"/> Resale #: _____ <small>**Resale/Partial Exemption Certificate must be submitted with Job Information Sheet. If provided at a later date, retroactive sales tax credits may not apply.</small>		
Job Name:		Job Number:
Job Address		
Customer's Jobsite Contact Name:		
Jobsite Contact Phone:		Jobsite Contact Email:

SOLAR JOBS (Construction Loan Leader Information Below is Required for Sales Jobs)

Finance Type:	Cash <input type="checkbox"/>	Financed <input type="checkbox"/>	Leader <input type="checkbox"/>	Power Purchase Agreement <input type="checkbox"/>
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CONSTRUCTION LOAN LENDER

Lender Name:	Lender Phone:
Lender Address:	

PAYMENT/PERFORMANCE BOND (Required: Public, Federal and Tribal Jobs (Private if applicable))

General/Prime/Direct Contractor's Surety	Bond No.:
Surety Name:	
Surety Address:	
Customer or Subcontractor's Surety	Bond No.:
Surety Name:	
Surety Address:	

PROPERTY OWNER or LANDLORD

Name:	Phone:	
Address:		
Contact:	Phone:	Email:

PROJECT OWNER (i.e. End User/Tenant/Solar System Owner)

Name:	Phone:	
Address:		
Contact:	Phone:	Email:

GENERAL/PRIME/DIRECT CONTRACTOR

Name	Phone:	
Address:		
Project Manager:	Phone:	Email:

SUBCONTRACTOR (If Not Customer)

Name:	Phone:	
Address:		
Project Manager:	Phone:	Email:

Incomplete job information may result in delays in timely job setup. Please ensure all details are provided accurately.

I understand that Echo Electric is relying on the truthfulness and accuracy of the above information in providing the materials and services for this project and declare that the foregoing is true and correct.

Completed By: _____
Signature Date Print Name Title