

**Subcontractor/POA Checklist**

The following items must be returned to SDB **prior** to starting work on the project:

- Two signed copies of the Subcontract or POA (one fully executed copy will be returned for your records)- (Please initial all pages in the lower right corner).
- An original Certificate of Insurance (see subcontract for insurance specifications)
- Copy of Schedule of Values totaling contract amount.  
Application for Payment form
- Completed Subcontractor Information Sheet
- Completed Contractor's Safety Program Review
- Completed Safety Attachment
- Project Schedule
- List of all Suppliers and 2<sup>nd</sup> Tier Subcontractors

If your company offers a discount for early payment, please indicate the terms and percent of discount below:

Terms: \_\_\_\_\_ Percentage: \_\_\_\_\_%

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Please send all project documentation to:

SDB, inc.

Attn: Debbie Russell ([debbie.russell@sdb.com](mailto:debbie.russell@sdb.com))

810 W. 1<sup>st</sup> Street

Tempe, AZ 85281

If you have any questions, please call Debbie (480) 967-5810, ext 220.

**----- FOR SDB USE ONLY -----**

All above information received? \_\_\_\_\_

Call Registrar of Contractors at (602) 542-1525 to verify license? \_\_\_\_\_

Added to Certificate of Insurance tracking list? \_\_\_\_\_

Added to lien tracking list? \_\_\_\_\_