

**Work Order Checklist**

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

- An original Certificate of Insurance (see attached requirements)
- 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
- Gila County Safety Sign Off Sheet
- W9 Form

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: Hannah Micheau (Hannah.micheau@sdb.com)  
810 W. 1<sup>st</sup> Street  
Tempe, AZ 85281

If you have any questions, please call Hannah (480) 967-5810, ext 211.

**----- 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? \_\_\_\_\_