



## SUBCONTRACTOR REQUIRED FORMS AND INFORMATION

Subcontractor / Vendor Name:					
Address – Phone & Email:					
<input checked="" type="checkbox"/>	General Liability Insurance	<input checked="" type="checkbox"/>	Workers Compensation Insurance	<input type="checkbox"/>	<b>IF APPLICABLE</b> (WC) Independent Contractor Insurance or State Waiver
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	W-9 – With FEIN Number or Social Security Number Phone and Fax Number on bottom

- To contract or continue additional business with you, the subcontractor / vendor** and in accordance with requirements by the State of Colorado and Federal laws, you will need to supply to us the three pieces of information shown above with an X:
- You need to get from your insurance agent and carrier **General Liability Insurance AND Workers Compensation Insurance certificates**, showing the current status of your insurance coverages. You also need to have them show **Precision Contractors LLC as an additional insured on the certificate(s)**.  
**NOTE: Precision Contractor LLC information is shown in the box below.**
- If you do not carry Workers Compensation and you list yourself as an Independent Contractor**, then you will need to fill out a State of Colorado DECLARATION OF INDEPENDENT CONTRACTOR STATUS FORM on our website, or **IF YOU ARE OUT OF STATE**, You will need to send a copy of either your Independent Contractors Insurance Status form for your State or your State’s Waiver of Worker’s Compensation Certificate or a notarized letter stating that you are not required to carry Worker’s Compensation Insurance in your state and that you are **responsible for yourself and your employees**.
- You need to provide your Federal ID Number (FEIN) or your Social Security Number, whichever you use, on a completed W-9 form. Any dollar amount of \$600 or greater, requires a W-9. **Please put your phone number and email on the bottom of the W-9. You can download a blank W-9 on our forms page**

**Precision Contractors, LLC – 12656 E Jamison PI Unit 2 Englewood CO 80112 – Phone: 720-870-2717**

**SEND INSURANCE AND W9 CERTIFICATES TO: [w9s.1099S.INS@precision-contractors.com](mailto:w9s.1099S.INS@precision-contractors.com)**  
**SEND DECLARATION INDEPENDENT CONTRACTOR FORMS TO: [billhibbard@precision-contractors.com](mailto:billhibbard@precision-contractors.com)**

### Invoicing and Payments

All invoices submitted for payments must have:

- Company Name, Company Address and (if different) Address to submit payments to.
- Company Phone Number, Contact Person Name and a Cell Phone number (If a cell phone number is available).
- Company email address.
- Invoices must have an invoice number, All Labor, Material & Taxes must be shown as separate line items.

Taxes paid by you or invoiced to Precision Contractors, must be shown on the invoice. If no taxes are paid or collected, you need to state that on the invoice.

When submitting invoices, you must include the Job Project Address and a Job Project Number on your invoice.

If you need a Job Project address or a Job Project Number, please contact your Precision Contractors project manager.

**SEND ALL INVOICES AND CONDITIONAL LIEN WAIVERS TO: [accounts.payable@precision-contractors.com](mailto:accounts.payable@precision-contractors.com)**