



# valley contractors exchange, inc.

951 East 8<sup>th</sup> Street • Chico, CA 95928 • (530) 343-1981 • Fax 343-3503

## NEW PROJECT ENTRY FORM (feel free to ignore any section that does not apply)

(An actual date and time are required – if bids are needed ASAP, that can be stated in the “project description”)

BID DATE                      TIME                      PROJECT LOCATION (CITY and STREET ADDRESS)

\_\_\_\_\_

JOB TITLE: \_\_\_\_\_

### CONTACT INFORMATION:

QUESTIONS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FOR PLANS: (if different than for Questions) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

OWNER: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**(be as specific as possible as to what’s being done and what trades are needed or excluded)**

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you looking for a General Contractor  or are you looking for sub bids only  ?

**If you’re a GC:** is this job awarded to you  are you part of a select/invited list  or is the bid open for any interested GC to bid  ?

IF SUB-BIDS ONLY, SEND BIDS TO: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

RETURN PLANS TO (address): \_\_\_\_\_

PRE-BID WALK-THRU / SITE VISIT: \_\_\_\_\_

ESTIMATE: \_\_\_\_\_