



## **New Subcontractor Paperwork Requirements**

To whom it may concern:

Enclosed please find our offer to contract, which includes the following:

1. (1) copy of our purchase order
2. (1) copy of our contract conditions

In order for the offer to contract to be valid, we must receive the following items within 7 days of the date of this letter:

- 1) One properly executed signed Purchase Order.
- 2) One properly executed signed Contract Conditions.
- 3) Your Certificate of Insurance indicating carriage of Worker's Compensation & General Liability Insurance with appropriate endorsements.
- 4) W-9 Form Completed with Federal ID number (form attached).

No vendor will be allowed on the jobsite until proof of insurance, in accordance with the contract conditions, is received in our office.

To assure prompt payment, please submit your invoice and lien release for payment. This document **MUST BE ORIGINAL** and mailed to our office in State College, PA. Faxed and/or emailed copies of invoices and lien releases are unacceptable.

We look forward to working with you on this project. If you have any questions, please do not hesitate to contact me.

Sincerely,

ROESHOT CONSTRUCTION, INC.

R O E S H O T C O N S T R U C T I O N , I N C .

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2040 SANDYDRIVE ■ STATE COLLEGE, PA 16803 ■ 814.238.5400 OFFICE  
814.238.8560 FAX ■ DAVID@ROESHOTCONSTRUCTION.COM