



**NEW PROJECT  
FILE OPENING INFORMATION SHEET**

CHG JOB:      YES      NO                                      E-SKY JOB:      YES      NO

IS THIS GOING TO BE A MISCELLANEOUS JOB (under \$10,000 **AND** only if you do **NOT** need to track time)?

YES      NO

JOB NAME: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

JOB START DATE: \_\_\_\_\_ FAST TRACK:                      YES      NO

CHG ESTIMATOR: \_\_\_\_\_ LEED JOB:                                      YES      NO

CHG PM NAME: \_\_\_\_\_ CERTIFIED PAYROLL:                      YES      NO

SUBMITTALS DUE BY: \_\_\_\_\_  
(Date)

CONTRACTOR NAME / LOCATION: \_\_\_\_\_

CONTRACTOR PM NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACT AMT: \_\_\_\_\_ TOTAL ESTIMATE AMT (Excluding OH&P): \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH YOUR ESTIMATE.**

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**For Office Use Only:**

Date Rec'd.: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Job No. Assigned: \_\_\_\_\_

If Misc., Black Book No.: \_\_\_\_\_