



# MODERN MACHINE SHOP, INC.

WE DO ALL KINDS OF MACHINE WORK

SINCE 1941

P.O. BOX 1969 | 2000 BLAINE ST | LAREDO, TEXAS 78044-1969  
PHONE (956) 722-4656 | FAX (956) 725-0774 | FAX (956) 723-2976

[www.modern-machine.com](http://www.modern-machine.com)

## JOB INFORMATION SHEET

Return completed form via email: [danny@modern-machine.com](mailto:danny@modern-machine.com)

DATE: \_\_\_\_\_  
MMS, INC. CUSTOMER: \_\_\_\_\_  
CONTRACT NO.: \_\_\_\_\_ YOUR JOB NO. \_\_\_\_\_

**JOB NAME / DESCRIPTION:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
FIELD SUPERINTENDENT CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

**ACCOUNTS PAYABLE:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROJECT OWNER:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**BONDING AGENT:** \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
CONTACT: \_\_\_\_\_  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**BOND NUMBER:** \_\_\_\_\_ **VALUE:** \_\_\_\_\_

*NOTE: Public projects require a bond be issued. Some private projects may also be bonded.  
Please provide a copy of the bond IF APPLICABLE.*

TOTAL DOLLAR AMOUNT OF CONTRACT FOR THIS JOB: \_\_\_\_\_