BROOKER
CONSTRUCTION GROUP

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## SUBCONTRACT & PURCHASE ORDER SUBMITTAL SUMMARY

**Project:** XXXXX – Job Name – City, XX

**Date:**

**Company Name:** «Company_Name»

**Trade:** «Trade_Number»-«Trade_Description»

| **Required Documents:** | | **Notes:** |
|---|---|---|
| Subcontract: | ☐ Yes ☐ No | |
| Purchase Order: | ☐ Yes ☐ No | |
| P&P Bond: | ☐ Yes ☐ No | |
| Joint Pay Agreement: | ☐ Yes ☐ No | |
| Insurance: | ☐ Yes ☐ No | |
| S.O.V.: | ☐ Yes ☐ No | |
| Safety Plan: | ☐ Yes ☐ No | |
| M.S.D.S.: | ☐ Yes ☐ No | |
| Shop Drawings: | ☐ Yes ☐ No | |
| Product Data: | ☐ Yes ☐ No | |
| Color Charts / Samples: | ☐ Yes ☐ No | |
| Delivery Confirmation: | ☐ Yes ☐ No | |
| City License: | ☐ Yes ☐ No | |
| State License: | ☐ Yes ☐ No | |
| Close Out Documents: | ☐ Yes ☐ No | |
| Manufacturers Instructions: | ☐ Yes ☐ No | |
| Manufacturers Certificates: | ☐ Yes ☐ No | |