



SUBCONTRACTOR INFORMATION SHEET AND CHECKLIST

Please complete the following information and request documents below for the approved subcontractor status:

COMPANY NAME: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ FAX: _____

EMAIL: _____

SERVICE PROVIDED: _____ AREAS SERVICED: _____

LICENSE # _____ LICENSE TYPE: _____ EXPIRATION DATE: _____

Document Checklist:

- Subcontractor Agreement Signed (mail original)
- Complete W-9
- Request Certificate of Insurance (Must have: General Liability, Auto, Worker's Compensation)
- Proof of a Valid License for General Contractors, Plumbers, HVAC, Electricians

Please submit all invoices to: Habitat for Humanity of NC Sandhills 2268 NC Hwy 5 Aberdeen, NC 28315.
Email invoices to ap@sandhillshabitat.org * Please be sure to reference our job number and job site address on all invoices. Any invoices that are incomplete and without this information will cause a delay in processing.