

The numbers at the end of each line/area in parenthesis preceded by either an "A" or an "N", indicate the alpha or numeric character space allowed in that field. Do not exceed the limits of our database.

## Employee General Information

Firm Sequence Number (if unknown, leave blank) \_\_\_\_\_ (A8)

Firm Name \_\_\_\_\_ (A120)

Employee Sequence Number (if unknown, leave blank) \_\_\_\_\_ (A8)

Employee Name \_\_\_\_\_ (A30)  
Last First Middle

Personnel Number \_\_\_\_\_ (N15)  
(Sequential order of employees being entered beginning with 01, 02, 03, etc or any number you assign.)

Employee Branch Number \_\_\_\_\_ (N2)  
(Enter 00 if the employee works in the main office. Enter 01, 02, etc., indicating the branch office number where the employee works.)

Employee Expertise (Engineer, Surveyor, Planner, Architect, Landscape Architect, Technician or Scientist) \_\_\_\_\_ (A20)

## Employee Certification Information

Use the space you need to provide us with the information needed to meet the minimum academic or professional requirement for all categories that the employee is requesting.

1. Degree Type \_\_\_\_\_ (A10)  
(Type of degree, if any, held by this individual.)

Training Type \_\_\_\_\_ (A2)  
(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

Training Date \_\_\_\_\_ (A8)  
Year Month Day

Personnel and/or Laboratory Certification Type \_\_\_\_\_ (A6)  
(Reference Attachment C, Personnel Certification Type Codes or Laboratory Certification Type Codes for Type code and description.)

Issue Date \_\_\_\_\_ (A8)  
Month Day Year

Expiration Date \_\_\_\_\_ (A8)  
Year Month Day

Certification Number \_\_\_\_\_ (A20)  
(The number assigned to the certificate or License.)

Issuing Agency \_\_\_\_\_ (A30)  
(The name of the agency/board that issued the degree/certificate/license, such as University of Texas/State of Texas/ State of OK /AIA/TNRC/Wetland Training Institute/TBPLS etc.)

**2. Degree Type** \_\_\_\_\_ (A10)  
(Type of degree, if any, held by this individual.)

Training Type \_\_\_\_\_ (A2)  
(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

Training Date \_\_\_\_\_ (A8)  
Month Day Year

Personnel and/or Laboratory Certification Type \_\_\_\_\_ (A6)  
(Reference Attachment C, Personnel Certification Type Codes or Laboratory Certification Type Codes for Type code and description or, 112000 for Surveyor, 1000000 for P.E..)

Issue Date \_\_\_\_\_ (A8)  
Month Day Year

Expiration Date \_\_\_\_\_ (A8)  
Month Day Year

Certification Number \_\_\_\_\_ (A20)  
(The number assigned to the certificate or License.)

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**3. Degree Type** \_\_\_\_\_ (A10)  
(Type of degree, if any, held by this individual.)

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(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

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Month Day Year

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Month Day Year

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(The number assigned to the certificate or License.)

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(Type of degree, if any, held by this individual.)

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(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

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Month Day Year

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(Type of degree, if any, held by this individual.)

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(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

Training Date \_\_\_\_\_ (A8)  
Month Day Year

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(The number assigned to the certificate or License.)

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(Type of degree, if any, held by this individual.)

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(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

Training Date \_\_\_\_\_ (A8)  
Month Day Year

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*(Reference Attachment C, Personnel Certification Type Codes or Laboratory Certification Type Codes for Type code and description or, 112000 for Surveyor, 1000000 for P.E..)*

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Expiration Date \_\_\_\_\_ (A8)  
Month Day Year

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**9. Degree Type** \_\_\_\_\_ (A10)  
*(Type of degree, if any, held by this individual.)*

Training Type \_\_\_\_\_ (A2)  
*(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)*

Training Date \_\_\_\_\_ (A8)  
Month Day Year

Personnel and/or Laboratory Certification Type \_\_\_\_\_ (A6)  
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Month Day Year

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**10. Degree Type** \_\_\_\_\_ (A10)  
*(Type of degree, if any, held by this individual.)*

Training Type \_\_\_\_\_ (A2)  
*(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)*

Training Date \_\_\_\_\_ (A8)  
Month Day Year

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*(The name of the agency/board that issued the degree/certificate/license, such as University of Texas/State of Texas/ State of OK /AIA/TNRC/Wetland Training Institute/TBPLS etc.)*

**11. Degree Type** \_\_\_\_\_ (A10)  
*(Type of degree, if any, held by this individual.)*

Training Type \_\_\_\_\_ (A2)  
(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

Training Date \_\_\_\_\_ (A8)  
Month Day Year

Personnel and/or Laboratory Certification Type \_\_\_\_\_ (A6)  
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Issue Date \_\_\_\_\_ (A8)  
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Expiration Date \_\_\_\_\_ (A8)  
Month Day Year

Certification Number \_\_\_\_\_ (A20)  
(The number assigned to the certificate or License.)

Issuing Agency \_\_\_\_\_ (A30)  
(The name of the agency/board that issued the degree/certificate/license, such as University of Texas/State of Texas/ State of OK /AIA/TNRC/Wetland Training Institute/TBPLS etc.)

**12. Degree Type** \_\_\_\_\_ (A10)  
(Type of degree, if any, held by this individual.)

Training Type \_\_\_\_\_ (A2)  
(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

Training Date \_\_\_\_\_ (A8)  
Month Day Year

Personnel and/or Laboratory Certification Type \_\_\_\_\_ (A6)  
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Month Day Year

Expiration Date \_\_\_\_\_ (A8)  
Month Day Year

Certification Number \_\_\_\_\_ (A20)  
(The number assigned to the certificate or License.)

Issuing Agency \_\_\_\_\_ (A30)  
(The name of the agency/board that issued the degree/certificate/license, such as University of Texas/State of Texas/ State of OK /AIA/TNRC/Wetland Training Institute/TBPLS etc.)

**13. Degree Type** \_\_\_\_\_ (A10)  
(Type of degree, if any, held by this individual.)

Training Type \_\_\_\_\_ (A2)  
(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

Training Date \_\_\_\_\_ (A8)  
Month Day Year

Personnel and/or Laboratory Certification Type \_\_\_\_\_ (A6)  
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**14. Degree Type** \_\_\_\_\_ (A10)  
(Type of degree, if any, held by this individual.)

Training Type \_\_\_\_\_ (A2)  
(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

Training Date \_\_\_\_\_ (A8)  
Month Day Year

Personnel and/or Laboratory Certification Type \_\_\_\_\_ (A6)  
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Month Day Year

Certification Number \_\_\_\_\_ (A20)  
(The number assigned to the certificate or License.)



Issuing Agency \_\_\_\_\_ (A30)  
(The name of the agency/board that issued the degree/certificate/license, such as University of Texas/State of Texas/ State of OK /AIA/TNRC/Wetland Training Institute/TBPLS etc.)

**15. Degree Type** \_\_\_\_\_ (A10)  
(Type of degree, if any, held by this individual.)

Training Type \_\_\_\_\_ (A2)  
(Type of training or license, if any, in their field of study i.e. Biology/P.E, RPLS.)

Training Date \_\_\_\_\_ (A8)  
Month Day Year

Personnel and/or Laboratory Certification Type \_\_\_\_\_ (A6)  
(Reference Attachment C, Personnel Certification Type Codes or Laboratory Certification Type Codes for Type code and description or, 112000 for Surveyor, 1000000 for P.E..)

Issue Date \_\_\_\_\_ (A8)  
Month Day Year

Expiration Date \_\_\_\_\_ (A8)  
Month Day Year

Certification Number \_\_\_\_\_ (A20)  
(The number assigned to the certificate or License.)

Issuing Agency \_\_\_\_\_ (A30)  
(The name of the agency/board that issued the degree/certificate/license, such as University of Texas/State of Texas/ State of OK /AIA/TNRC/Wetland Training Institute/TBPLS etc.)

### Employee Category of Work Information

#### Select From the Precertification Work Categories listed on Attachment B

Reference Attachment B - Precertification Requirements by Category - for Category Numbers. Enter leading "0's" before each single digit category number, for example, **Category 1.1.1 would be entered as 01.01.01**. All Categories listed here must also be listed under your projects.

Category \_\_\_\_\_ (N6) Category \_\_\_\_\_ (N6)

Category \_\_\_\_\_ (N6) Category \_\_\_\_\_ (N6)

Category \_\_\_\_\_ (N6) Category \_\_\_\_\_ (N6)

Category \_\_\_\_\_ (N6) Category \_\_\_\_\_ (N6)

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Category \_\_\_\_\_ (N6) Category \_\_\_\_\_ (N6)

Category \_\_\_\_\_ (N6) Category \_\_\_\_\_ (N6)

Category \_\_\_\_\_ (N6) Category \_\_\_\_\_ (N6)

## Project Information

- \* = required fields
- \* please user 4 digits when entering year fields
- \* Please use current date for (Date completed), if on-going project

Note: We do not want a description of a project. We need to see the actual work that you performed on the project that demonstrates to us how you meet the minimum requirement for any category you want. In other words, how did you get from point a to point c? What was the actual work?

### Project 1

\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)  
*(Highway/road or bridge name or the City/County/State, or physical address.)*

\*Date Began \_\_\_\_\_ (A8)  
Month Date Year

\* Date Completed \_\_\_\_\_ (A8)  
Month Date Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as long as we can tell what you are trying to say:

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed

Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.

\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

- \_\_\_\_\_ (A60)
2. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):
- \_\_\_\_\_ (A60)
- \_\_\_\_\_ (A60)
3. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):
- \_\_\_\_\_ (A60)
- \_\_\_\_\_ (A60)
4. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):
- \_\_\_\_\_ (A60)
- \_\_\_\_\_ (A60)
5. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):
- \_\_\_\_\_ (A60)
- \_\_\_\_\_ (A60)
6. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):
- \_\_\_\_\_ (A60)
- \_\_\_\_\_ (A60)
7. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):
- \_\_\_\_\_ (A60)
- \_\_\_\_\_ (A60)
8. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

**Project 2**

\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)  
*(Highway/road or bridge name or the City/County/State, or physical address.)*

\*Date Began \_\_\_\_\_ (A8)  
Month Date Year

\* Date Completed \_\_\_\_\_ (A8)  
Month Date Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as long as we can tell what you are trying to say:

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

**\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed**

Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.  
\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
(A60)

\_\_\_\_\_  
(A60)

2. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
(A60)

\_\_\_\_\_  
(A60)

3. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
(A60)

\_\_\_\_\_  
(A60)

4. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
(A60)

\_\_\_\_\_ (A60)

5. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

6. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

7. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

8. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

### Project 3



\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)  
(Highway/road or bridge name or the City/County/State, or physical address.)

\*Date Began \_\_\_\_\_ (A8)  
Month Date Year

\* Date Completed \_\_\_\_\_ (A8)  
Month Date Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as long as we can tell what you are trying to say:

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed

Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.

\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

2. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

3. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

4. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

5. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

6. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

7. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

8. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

### Project 4

\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)  
*(Highway/road or bridge name or the City/County/State, or physical address.)*

\*Date Began \_\_\_\_\_ (A8)  
Month      Date      Year

\* Date Completed \_\_\_\_\_ (A8)  
Month      Date      Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as long as we can tell what you are trying to say:

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

**\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed**

Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.

\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

2. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

3. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

4. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

5. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

6. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

7. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

8. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

## Project 5

\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)  
(Highway/road or bridge name or the City/County/State, or physical address.)

\*Date Began \_\_\_\_\_ (A8)  
Month Date Year

\* Date Completed \_\_\_\_\_ (A8)  
Month Date Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as long as we can tell what you are trying to say:

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed

Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.  
\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

2. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

3. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

4. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

5. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

6. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

7. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

8. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

### Project 6

\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)

*(Highway/road or bridge name or the City/County/State, or physical address.)*

\*Date Began \_\_\_\_\_ (A8)

Month      Date      Year

\* Date Completed \_\_\_\_\_ (A8)

Month      Date      Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as long as we can tell what you are trying to say:

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)



\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

**\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed**

Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.

\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

2. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

3. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

4. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

5. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

6. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

7. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

8. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

### Project 7

\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)  
*(Highway/road or bridge name or the City/County/State, or physical address.)*

\*Date Began \_\_\_\_\_ (A8)  
Month Date Year

\* Date Completed \_\_\_\_\_ (A8)  
Month Date Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as long as we can tell what you are trying to say:

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed

Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.

\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

2. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

3. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

4. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

5. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

6. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

7. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

8. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

### Project 8

\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)  
*(Highway/road or bridge name or the City/County/State, or physical address.)*

\*Date Began \_\_\_\_\_ (A8)  
Month      Date      Year

\* Date Completed \_\_\_\_\_ (A8)  
Month      Date      Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as long as we can tell what you are trying to say:

\_\_\_\_\_ (A60)

\_\_\_\_\_(A60)  
\_\_\_\_\_(A60)  
\_\_\_\_\_(A60)  
\_\_\_\_\_(A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

**\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed**

Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.  
\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_(A60)

\_\_\_\_\_(A60)

2.Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_(A60)

\_\_\_\_\_(A60)

3.Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

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(A60)

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(A60)

4. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

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(A60)

---

(A60)

5. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

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(A60)

---

(A60)

6. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

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(A60)

---

(A60)

7. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

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(A60)

---

(A60)

8. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

---

(A60)

---

(A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

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(A60)

---

(A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

**Project 9**

\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)  
*(Highway/road or bridge name or the City/County/State, or physical address.)*

\*Date Began \_\_\_\_\_ (A8)  
Month Date Year

\* Date Completed \_\_\_\_\_ (A8)  
Month Date Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as long as we can tell what you are trying to say:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed



Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.

\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

2. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

3. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

4. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

5. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

6. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

7. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

8. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

### Project 10

\*Project Name \_\_\_\_\_ (A60)

\*Location \_\_\_\_\_ (A30)  
*(Highway/road or bridge name or the City/County/State, or physical address.)*

\*Date Began \_\_\_\_\_ (A8)  
Month Date Year

\* Date Completed \_\_\_\_\_ (A8)  
Month Date Year

\*Enter A General Description of the Work Done on this Project. You may abbreviate as

long as we can tell what you are trying to say:

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

Contract Number: \_\_\_\_\_ (A15)

Project Manager Name: \_\_\_\_\_ (A30)  
Last First Middle

Client Name: \_\_\_\_\_ (A30)

Client Phone Number: \_\_\_\_\_ (A10)

Client contact Name: \_\_\_\_\_ (A30)

**\*\*Enter Construction Cost and Project Fees in Whole Dollars – Decimals, Commas and/or Special Characters are NOT allowed**

Estimated Construction Cost: \_\_\_\_\_ (N12)

Estimated Project Fees: \_\_\_\_\_ (N12)

**Select Up to 10 Categories of Work That Pertain To This Project**

You May Describe The Actual Work Completed For Each Category, But It Is Not Required.  
\*\*\*Caution, Only 120 Characters, (2 Lines), Will be Stored in the System

1. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

2. Select A Category of Work: \_\_\_\_\_ (A8)  
Description of Work Completed in This Category (Up to 2 Lines/Optional):  
\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

3. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

4. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

5. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

6. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

7. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

8. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

9. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)

10. Select A Category of Work: \_\_\_\_\_ (A8)

Description of Work Completed in This Category (Up to 2 Lines/Optional):

\_\_\_\_\_ (A60)

\_\_\_\_\_ (A60)