



Rock City Construction Co., Inc.  
 P.O. Box 607, Franklin, TN 37065-0607  
 3326 Aspen Grove Drive, Suite 160, Franklin, TN 37067  
 Telephone: 615-794-6691 \* Fax: 615-794-6752  
 www.rockcity-gc.com

**Subcontractor Information Form**

Project: \_\_\_\_\_

**Company Information**

Company/Firm Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Physical Address: \_\_\_\_\_  
 Payment Remittance Address: \_\_\_\_\_  
 Office Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Principal-In-Charge: \_\_\_\_\_ Title: \_\_\_\_\_  
 Federal I.D. No.: \_\_\_\_\_

**Assigned Personnel Information**

Project Manager: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Ext. or Direct Dial: \_\_\_\_\_  
 Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Secondary PM Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Ext. or Direct Dial: \_\_\_\_\_  
 Mobile #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Field Superintendent: \_\_\_\_\_  
 Mobile #: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Preparer of Certified Payroll Reports: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Ext. or Direct Dial: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Preparer of Payment Apps/Invoices: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Ext. or Direct Dial: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Closeout Documents / Warrantry Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Ext. or Direct Dial: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_

Please complete the above requested information and return this form via e-mail to CSB@rockcity-gc.com OR via fax to 615-794-6752. This form is needed in our office as soon as possible; please submit prior to starting work on site, at the latest. If any of the above information changes throughout the duration of the project, this form will need to be updated and resubmitted; make appropriate copies accordingly. Should you have any questions please contact Katie Bouldin at 615-794-6691.

Submitting Subcontractor: \_\_\_\_\_  
 Submittal Date: \_\_\_\_\_