



Kerry Contractors, Inc.
5932 Bolsa Avenue #107
Huntington Beach, CA 92649
Telephone 714 891 0554
Fax 714 891 0564

*Construction Management
General Contracting
Industrial & Commercial Design*

California Contracting License 690876

To: All Subcontractors

Re: Requirements for all Projects

Thank you for your interest in working with Kerry Contractors, Inc.

The following information is required prior to commencement of work by your company on any of our projects.

1. Legal name of subcontractor; include common name ("doing business as", dba) if one exists. We must have on file your W-9 form.
 - a. If this has been submitted, you do not need to submit another one.
 - b. If you are a new subcontractor working with us, this form is included in this packet.
2. License number and classification. ***Contractors are required by law to be licensed and regulated by the Contractor's State License Board and to be licensed within the city that they are working in. Please submit a photocopy of SUBCONTRACTOR'S Contractor's License and city business license prior to the start of any work and before any payments are made.***
3. All required insurance certificates showing coverage's shall be submitted and approved by Owner and Kerry Contractors, Inc. before subcontractor begins any work on the jobsite. No progress payments will be made unless the subcontractor's Certificate of Insurance for General Liability and Workers' Compensation have been submitted and approved.
4. Lien releases must accompany every invoice submitted to Kerry Contractors, Inc.
5. Employee List (if applicable).

Please forward all information to our office to the attention of Eileen. If you have any questions regarding these requirements, her phone number is (714) 891-0554 and fax number is (714) 891-0564. We look forward to doing business with you in the future.