

Job Information Sheets

What You Should Know Before Submitting Job Information Sheets to NCS Credit for Data Entry

Information NCS Needs to Properly Handle Your Requests

- **Account:** if you have multiple account numbers, please identify the correct account number on the form.
- **Project Contact:** please advise who will submit the projects and note the point of contact that we should communicate with if there are questions.
- **Volume:** please provide the approximate number of Job Information Sheets you expect to submit each month.

Important Notes to Remember

- **Premium Only:** this service is only available for those using Premium Notice services.
- **Restrictions:** Job Information Sheets submitted for projects in LA, NH, TN or TX will be set up for Tracking. Notices will need to be requested via NCS Online Services.
- **Attach Separately:** if possible, each Job Information Sheet should be an individual attachment; however, multiple attachments can be included in one email.
- **Processing Times:** Job Information Sheets will be added to NCS Online Services within 1-2 business days.

What You Should Include in Your Job Information Sheet

- Project name and address
- Your customer's name and address
- The names and addresses for parties within the ladder of supply
- Your first and last furnishing dates
- The contract and claim amounts
- Your project reference number