



JOINT CHECK AGREEMENT

Subcontractor: _____
Address: _____

Phone Number: _____
General Contractor: _____
Contact: _____
Address: _____
City, State, Zip Code: _____
Phone Number: _____
Project Name: _____
Physical Location: _____

The General Contractor has entered into a SUBCONTRACTOR AGREEMENT with the Subcontractor for all labor and/or materials to be supplied to the above referenced project. The Subcontractor will be purchasing materials from DWS BUILDING SUPPLY to be used on the subject project. The purchase of materials does not include the purchase of tools and accessories under this agreement. Tools and accessories must be paid for by the subcontractor. If, during the course of construction, the General Contractor cancels its subcontract agreement for labor and/or materials with the Subcontractor, this fact shall be made known to DWS BUILDING SUPPLY. If DWS BUILDING SUPPLY is satisfied that the cancellation has, in fact, occurred, this agreement shall be of no further force and effect, except that any materials ordered and delivered to the project prior to the cancellation shall be paid as provided herein. The Subcontractor takes title to all goods purchased curbside at the job site, or at the time materials are picked up at DWS BUILDING SUPPLY'S place of business.

That so long as the Subcontractor purchases materials from DWS BUILDING SUPPLY, which are used on the subject project, the General Contractor agrees to issue a joint check(s) payable to the order of the Subcontractor and DWS BUILDING SUPPLY

It is understood and agreed that such time as the total sum of material purchases has been paid by joint check(s) to the Subcontractor and DWS BUILDING SUPPLY, this joint check agreement shall be of no further force and effect, unless otherwise extended by the written approval of the parties hereto. Upon receipt of funds, which shall be disbursed during the course of construction on the subject project, DWS BUILDING SUPPLY agrees that it shall execute the necessary lien waivers for the funds paid, from time to time as provided herein, and that it shall, upon final payment of the contract amount, waive any future claim or claims which it may have against the project, and shall hereafter issue a final lien waiver. Any lien waiver issued shall attach to specific invoices and not specific dates.

Dated this _____ day of _____ in the year 200__.

SUBCONTRACTOR: _____
Signature/Title: _____ **Date:** _____

GENERAL CONTRACTOR: _____
Signature/Title: _____ **Date:** _____

DWS BUILDING SUPPLY
Signature/Title: _____ **Date:** _____



PROJECT INFORMATION SHEET-(MUST BE FILLED OUT COMPLETELY PRIOR TO RELEASE OF ANY MATERIAL)

Name (if any) – Address of Project, including the legal description, if possible:

Name/ Address of Owner of Project:

Retainage Agreement: Yes _____ No _____

Please include a copy of the retainage agreement.

Amt. Or % retained: _____ Who retains? _____

Government Project: Yes _____ No _____

If yes, type of project: State _____ County _____

City _____ Federal _____

Name/Address of govt. dept./ agency:

If yes, size of project: \$25,000 or Less _____
\$25,001 or More _____ (Amount?)

Surety Bond: Yes _____ No _____
(Include copy of surety bond)

Name of surety: _____

Address: _____

Estimated start/finish dates by Contractor on Project:

Start _____ Finish _____

GENERAL CONTRACTOR

Requested terms _____ Requested credit limit _____

Cutt off invoice date for draw: _____ Date draw must be submitted:

Requested manner of receiving invoices: By Fax _____ By Mail _____ By E-Mail _____ In Person _____

Special Instructions: _____

What are the payment terms once the draw has been submitted? _____

Will joint check include payments for material and labor? Yes _____ No _____

If yes, do you authorize DWS Building Supply to issue a check to Subcontractor for the difference after paying material? Yes _____ No _____

Do you require lien waivers for material paid? Yes _____ No _____

General Contractor's Signature _____