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## Emergency Contacts

*(Must be filled out BEFORE beginning work on each site.)*

Job:	Phone Contact:		
Street Name:			
Address:			
Name	Contact	Phone/Day	Phone/Eve.
Owner			
Contractor			
Superintendent			
Ambulance/EMS			
Hospital/Clinic			
Police			
Fire			
Gas Co.			
Electric Co.			
Telephone Co.			
Underground Service			
<b>Directions to local hospital/clinic:</b>			
<b>TO BE POSTED IN FIELD OFFICE AND COPIES DISTRIBUTED TO ALL PERSONNEL.</b>			



# Warranty

## ABC CONTRACTORS

123 Any Street  
Anytown, US 00000  
555-555-5555

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned, \_\_\_\_\_ (contractor), hereby grants the following warranty to \_\_\_\_\_ (owner) the which we have installed in the above-named project for \_\_\_\_\_ (number) years use, beginning \_\_\_\_\_ (date).

The undersigned hereby agrees to repair or replace, to the satisfaction of the owner, any or all such work that may prove defective in workmanship or materials within that period, ordinary wear and tear excepted, together with any other work which may be damaged or displaced in so doing. If we fail to comply with the above-mentioned conditions within a reasonable time after being notified in writing, we do hereby authorize the owner to have the defects repaired and made good at our expense, and we will pay the costs and charges, including reasonable attorney's fees, upon demand. This warranty covers and includes any special terms, including time periods, specified for this work or materials in the plans, specifications, and contract documents for this project.

Signed,  
  
\_\_\_\_\_

(Name)

(Title)

State of \_\_\_\_\_ (state), County of \_\_\_\_\_ (county).

On the \_\_\_\_\_ (number) day of \_\_\_\_\_ (month) in the year \_\_\_\_\_ (year), before me personally came \_\_\_\_\_ to me known, who, being by me duly sworn, did depose and say that he resides in \_\_\_\_\_ (address); that he is the \_\_\_\_\_ (officer or director title) of the \_\_\_\_\_ (name of corporation), the corporation described in and which executed the above instrument; and that he signed his name thereto by authority of the board of directors of said corporation.

(Notary Public Seal)



# Sales Letter

## ABC CONTRACTORS

123 Any Street  
Anytown, US 00000  
555-555-5555

(Date)

(Name)

(Address)

(City, State, Zip)

Dear \_\_\_\_\_,

Please accept this letter as an introduction to our company, a full-service \_\_\_\_\_ (electrical, plumbing, GC, etc.) provider. We have been in business for over \_\_\_\_\_ (years) and have a long history with satisfied customers.

Currently, we are in the process of expanding our client base and of course, your name is one associated with quality and distinction, qualities we look for in every aspect of our business. Our method of doing business is simple; we seek customers who think of us as a friend, who return for our services and products after years of knowing us. We want to represent a stable, secure source that consistently delivers quality through our products and workmanship. And we want associates who aspire to the same. Judging by your reputation, I think you do.

At your convenience, I would like to stop by your office one day to personally introduce myself to you. Perhaps you could provide something specific regarding your expectations of a \_\_\_\_\_ contractor. I seek no obligation or commitment; meeting personally simply makes for better conversation and a more concise exchange of ideas. I will call in a few days to set up a meeting. Thank you for considering my proposal.

Sincerely,

\_\_\_\_\_

(Name)

(Title)





## Authorization to Negotiate Letter

### ABC CONTRACTORS

123 Any Street  
Anytown, US 00000  
555-555-5555

(Date)

To: \_\_\_\_\_

This letter will authorize you to negotiate, discuss, and in any other way communicate with \_\_\_\_\_ in those areas relative to \_\_\_\_\_.

This letter will further authorize \_\_\_\_\_ to act in all matters on behalf of \_\_\_\_\_

The intent of this authorization is not to be construed to limit, in any way, the power of \_\_\_\_\_ to act in our behalf, enter into agreements, or contract \_\_\_\_\_ in both financial areas and sales areas.

Therefore, by the existence of this instrument we hereby authorize \_\_\_\_\_ to accept or reject agreements, to enter into contracts binding upon \_\_\_\_\_, and to act in whatever way necessary so as to accomplish that which is being undertaken which may occasion the necessity of this letter.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

