

MOYER, LEWIS & PATTON LLP  
ATTORNEYS AT LAW

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MECHANIC'S & MATERIALMEN'S LIEN & BOND CLAIM WORKSHEET

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1. Who owes the money?

(A) Name of company: \_\_\_\_\_

(B) Contact person: \_\_\_\_\_

(C) Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(D) Phone number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

(E) Principal (Pres., VP, etc.): \_\_\_\_\_

2. How much is owed? \_\_\_\_\_

3. Invoices/Documents that support the amount owed: (Please attach documents)

<u>Invoice No.</u>	<u>Amount</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Any disputes that might be raised regarding the work performed or materials delivered?  
If so, please explain:

\_\_\_\_\_

5. With whom should we consult with your company regarding this account?

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6. Lien Information:

(A) Project name: \_\_\_\_\_

(B) Project address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(C) Legal description of Project property: \_\_\_\_\_

\_\_\_\_\_

(D) Owner's Name: \_\_\_\_\_

(E) Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

7. Is the Project a public job? (Circle):        YES                                NO

If the Project is a public job, please provide the following information:

(A) Name of Bond Company: \_\_\_\_\_

(B) Bond Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(C) Bond Identification Number: \_\_\_\_\_

8. Please provide us with any contracts relevant to the Project as well as a copy of the Bond.  
(Please attach documents)