



## **Project Initiation and Booking Document**

### **I. Client Facility & Project Information**

<b>CLIENT/LOCATION</b>	
<b>PROJECT</b>	
<b>FACILITY ADDRESS</b>	

### **II. Bidding/Proposals**

	<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>	<b>EMAIL</b>
<b>SIGNATOR Y #1</b>				
<b>SIGNATOR Y #2</b>				
<b>SIGNATOR Y #3</b>				

**Additional Bidding Contact(s) to be included in all Bidding Communications/Proposal Distributions.**

<b>NAME</b>	<b>TITLE</b>	<b>PHONE</b>	<b>EMAIL</b>

**III. Bid Approval Method** - Work will only begin upon Yannix' receipt of a.... (Check One)\*

☐ Signed Proposal Only

☐ Approval by E-Mail

☐ All Work is Pre-Approved to Begin Upon Yannix' Receipt of Materials

\*For all of the above approval methods, Client will return a signed copy of all Proposals to Yannix as a matter of record.

#### IV. Invoicing/Billing

<b>BILLING ADDRESS</b> (If different than Facility Address listed above.)	
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**Invoice Contacts:** (To whom should Yannix direct Invoices for payment?)

NAME	TITLE	PHONE	EMAIL

**Accounts Payable/Accounting Contact(s)** (With whom should Yannix' AR Dept. follow up for Payment and other Accounting/Tax functions?)

NAME	TITLE	PHONE	EMAIL

<b>CLIENT AUTHORIZED SIGNATURE</b>	X
<b>PRINT NAME</b>	
<b>DATE</b>	

