

Reply Form

Complete this form and mail or fax it back to us promptly

TO: Steve Keller, CPP
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steve@stevekeller.com

FROM: (print)

Your Name: _____

Your Title: _____

Your Company: _____

Your Address _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____

I acknowledge receipt of the document "Important Information For The Security Contractor" with regard to the project involving the security systems at:

_____ project name

Are you a sub-contractor to someone else (general contractor, electrical contractor, etc.)? _____

Who?: _____

Name of your contact at this firm: _____

Phone of this person: _____ FAX: _____

email: _____

Name of the person at YOUR company who is in charge (general manager as opposed to project manager) _____

phone: _____

email: _____

Your Project Manager for this project: _____

phone: _____

email: _____ Mobile: _____

Person doing the engineering of this job: _____

phone: _____

email: _____

Person doing your shop drawings/as built drawings on this project:

phone: _____

email: _____

Are you sub-contracting any of your work? If so, name of sub-contractor(s):

Name: _____

Company: _____

Address _____

City: _____ State: _____ ZIP: _____

Phone: _____

email: _____

Task:

Other sub-contractor:

Name: _____

Company: _____

Address _____

City: _____ State: _____ ZIP: _____

Phone: _____

email: _____

Task:

In YOUR company, who is the ON SITE SUPERVISOR OR INSTALLER/
FOREMAN for this project?

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

email: _____

Cellular: _____

I certify that on _____ (enter the date) he was given the following (check all that apply):

_____ His own set of drawings to keep on the worksite (in a secure location)

_____ Specifications for reference

_____ Device Schedules for reference

_____ A copy of this document for reference

I have instructed him to secure the drawings and specifications as they involve a security system design that is not being shared with others. _____ (initial)

I certify that on _____ (enter date) all sub-contractor foremen were given all necessary documents needed to do their jobs.

I have instructed him/them to secure the materials provided to them as they involve a security system design that is not being shared with others.

_____ (initial)

Who is your point of contact on this job, the person you want us to call first:

Name of Person Preparing This Form:

Date: _____