



Dear Subcontractor:

Attached you will find a New Subcontractor package with our standard forms and insurance requirements. Please submit the items indicated below to our office attention Shannon Havill. **All subcontractors must have the following information on file prior to working on any project. Lack of proper insurance certificates can also hold up payment.**

_____ A current Certificate of Insurance for General Liability (Bodily injury or Property damage of \$1,000,000 per occurrence, \$2,000,000 General Aggregate and \$2,000,000 Products Completed Operations Aggregate) and \$50,000 fire damage legal liability We also need an **Additional Insured endorsement (form CG 20 10 10 01 or its equivalent) from your insurance company. Proforma Construction, Inc. must be named as Additional Insured (See attached sample)**. We also require a **Waiver of Subrogation in favor of Proforma Construction, Inc.** Please call your insurance company and request this. Insurance company must be rated an A or better with A.M. Best.

_____ A current Certificate of Insurance for Automobile Liability (with minimum limits of \$1,000,000 for Owned and Non-Owned/Hired Autos) from your insurance company. Proforma Construction, Inc. must be named as additional insured. Please call your insurance company and request this. Insurance company must be rated an A or better with A.M. Best.

_____ A current Certificate of Insurance for Workers' Compensation, **including Waiver of Subrogation in favor of Proforma Construction, Inc.**, from your insurance company. If you do not have employees please complete the attached exemption form. Insurance company must be rated an A or better with A.M. Best.
***** PLEASE NOTE THE WAIVER OF SUBROGATION REQUIREMENT.**

_____ The attached W-9 form completed and signed.

Thank you for your prompt assistance providing this information. If you have any questions, please feel free to give us a call.

Sincerely,

Insurance Department
Proforma Construction, Inc.

4439 STONERIDGE DR #220 PLEASANTON, CA 94588

PHONE: 925-426-1317 FAX: 925-426-2444