



SUBCONTRACTOR PRE-QUALIFICATION MEMO

Thank you for your interest in joining the Cornerstone Building and Restoration Services, LLC's Subcontractor Master Bid List. Cornerstone Building and Restoration Services requests that all subcontractors first provide the following pre-qualification information prior to being placed on our bidders list:

- Company/Organization Information
- Contact Name and Phone Number
- Four Project References
- Complete Cornerstone Building and Restoration Services, LLC Pre-Qualification Questionnaire
- Proof of Insurance (see requirements)
- Copy of Contractor's License

The attached sample Subcontract Agreement is for your review and does not need to be returned with the package.

Our Chief Operations Officer will review only complete packages. Upon acceptance, your company will be placed on CBRS' Subcontractor Master Bid List.

Important Information:

At award of project, the Project Manager will request the following information prior to issuing a Subcontract Agreement:

- Bank information, including name, address, phone number, contract, account number(s), line of credit total and outstanding balance
- Current in-house prepared financials

Please fax, mail or email your completed package to:

Cornerstone Building and Restoration Services, LLC
Attn: Subcontractor Administration
P.O. Box 58
Stephens City, VA 22655
Tel: (571) 577-8927
Fax: (571) 577-8898
shonna@cornerstonebrs.com

Thank you for contacting us. We look forward to working with you!