



Note to ASA Chapters Receiving This Form: For instructions on how to handle this application, follow the "Chapter Guideline for Processing the National Construction Best Practices Award" available in the Chapter Toolbox under "Industry Relations." Do not open the sealed letters of recommendation. Contact education@asa-hq.com with questions.

American Subcontractors Association
National Construction Best Practices Award
Application Form

Applicant Information

Firm: _____

Individual Completing Form: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail: _____ Web: _____

Eligibility and Application Submission

- Within the past year, did the above firm sign a contract directly with a construction owner under which it performed construction services?
• Is the above firm located in an ASA chapter area?

Enclosures 1-3: Sealed Recommendations from Specialty Trade Contractors

Enclose with your completed application form sealed recommendations from three (3) specialty trade contractors that have worked for the firm within the past year under your standard subcontract agreement.

Specialty Trade Contractor Recommendation 1

Specialty Trade Contractor:
What are the name, location and last date of work on a project on which this specialty trade contractor worked with your firm under your standard subcontract agreement within the past year?
Name of Project:
Location of Project: Last Date of Work:
Name and Title of Executive Signing Recommendation:
Phone Number of Executive Signing Recommendation:

Specialty Trade Contractor Recommendation 2

Specialty Trade Contractor:
What are the name, location and last date of work on a project on which this specialty trade contractor worked with your firm under your standard subcontract agreement within the past year?
Name of Project:
Location of Project: Last Date of Work:
Name and Title of Executive Signing Recommendation:
Phone Number of Executive Signing Recommendation:

Applicant Company Name _____

• **Specialty Trade Contractor Recommendation 3**

Specialty Trade Contractor: _____

What are the name, location and last date of work on a project on which this specialty trade contractor worked with your firm under your standard subcontract agreement within the past year?

Name of Project: _____

Location of Project: _____ Last Date of Work: _____

Name and Title of Executive Signing Recommendation: _____

Phone Number of Executive Signing Recommendation: _____

Enclosure 4: Standard Subcontract Agreement

Enclose with your completed application form a copy of your standard subcontract agreement. During the judging process, ASA will treat your standard subcontract as confidential, sharing it only with those individuals involved in evaluating your application. If your firm receives the National Construction Best Practices Award, you agree that ASA may publicize the terms and conditions of your standard subcontract agreement.

- Within the past two years, did the above firm sign and use the enclosed standard subcontract on at least two different construction projects? **Yes** **No**

“Yes” must be checked for your submission to be considered complete.

Sealed recommendations may, but are not required to, include letters of recommendation. Recommendations become the property of ASA. If your firm receives the National Construction Best Practices Award, you agree that ASA may publicize the information contained in the sealed recommendations submitted by specialty trade contractors.

Application Fee: \$495. – Payment MUST be submitted with Application Form to be considered.

- Check/Money Order (payable to the ASA chapter or to ASA — see Application Submission guidelines above)
- American Express
- VISA
- MasterCard

Payment Information:

Name: _____

Company: _____

Address: _____

City/State/Zip: _____ E-mail: _____

Credit Card Information:

Account Number: _____ Exp. Date: _____

Name Printed on Card: _____

Signature: _____ Date: _____