

**VIRGINIA  
CONTRACTORS  
PACKAGE**

Control Number: VA-P010-PKG



U.S. Legal Forms™ thanks you for your purchase of a Specialty Forms Package. This package is an important tool to help you with the legal issues that may arise between contractors, owners, suppliers and/or subcontractors during a construction project.

## **TABLE OF CONTENTS**

- |      |                              |
|------|------------------------------|
| I.   | Form List with descriptions  |
| II.  | Descriptions of Forms        |
| III. | Tips on Completing the Forms |
| IV.  | Disclaimer                   |

### **I. FORM LIST**

With your Contractors Package, you will find many of the forms that are necessary to protect your legal rights or claims and to address legal issues that may arise during a particular construction project.

Included in your package are the following forms:

1. Virginia Construction Contract - Cost Plus or Fixed Fee
2. A Construction Project Information Sheet
3. A Change Order Sheet
4. A Certificate of Completion
5. A Weekly Equipment Summary
6. A Time and Material Log
7. A Bid Log
8. A Bid Follow Up Letter
9. A Summary of Estimate
10. A Schedule Sheet
11. A Job Progress Sheet
12. A Final Project Punch List
13. A Worker Safety and Health Plan
14. An Accident Report Form
15. A Customer Satisfaction Survey
16. A Company Evaluation by Customer

## II. DESCRIPTIONS OF FORMS

Brief descriptions of the forms contained in your U.S. Legal Forms™ Contractors Package are found below.

Construction Contract - Cost Plus or Fixed Fee - This state-specific form is a construction contract that contains information regarding scope of work, work site and insurance. This contract complies with the laws of Virginia with regard to the contract and notice requirements for a contractor dealing with homeowners.

Construction Project Information Sheet - This form identifies all of the important parties working on a particular construction project, the date of commencement, and any other relevant information.

Change Order Sheet - This multi-state form may be used to change or amend an original contract between a subcontractor and a contractor.

Certificate of Completion - This form certifies the satisfactory completion of all work on a particular construction project.

Weekly Equipment Summary – This form is used to record information about the equipment used on a particular project. This Summary allows the Contractor to keep track of information such as the amount use of the piece, its make and model, maintenance or repairs performed and ownership status.

Time and Material Log - This form allows a Contractor to send a separate bill to a customer for payment of the contractor's time and/or materials used on a particular project.

Bid Log – This form allows a contractor to keep track of bids that are outstanding. Information about each bid, such as due date, sent date, bid price and status are detailed.

Bid Follow Up Letter - This letter is used by a contractor to follow up with a particular agency or customer after submitting a bid to receive a contract.

Summary of Estimate – This form enables a contractor to summarize the various tasks involved in completing a given project. The sum of the work and expense involved with each task will assist the contractor is generating a contract price.

Schedule Sheet – This form assists a general contractor in the planning and scheduling of the various trades involved in a specific project. The form is designed to help track the completion of certain phases of the project.

Job Progress Sheet – This form allows the contractor to track the progress of a particular project or job. The contractor is able to record the percentage of completion of each phase along with the estimated start and completion dates.

Final Project Punch List – This Final Punch list form contains a list items or tasks that remain unfinished or incorrect on a particular project. The form details the issue and contains areas for the property owner to initial when the task is complete or resolved.

Worker Safety and Health Plan – This comprehensive Construction Safety and Health Plan is designed to help a contractor comply with the General Safety & Health Provisions for construction and aid you should your company be inspected by OSHA. Implementation of an effective plan such as this form is a good way to reduce workplace injuries.

Accident Report Form – This Accident Report form records all relevant information when an accident occurs at a construction site or during a particular project.

Customer Satisfaction Survey - This Customer Satisfaction Survey may be used by a contractor to solicit feedback from a customer upon the completion of a project or job.

Company Evaluation by Customer – This form is designed to solicit feedback or input from past customers regarding the construction company. It seeks input regarding project management as well as company operations.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

### **III. TIPS ON COMPLETING THE FORMS**

The form(s) in this packet may contain "form fields" created using Microsoft Word or Adobe Acrobat (.pdf format). "Form fields" facilitate completion of the forms using your computer. They do not limit your ability to print the form "in blank" and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter "a". Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

Some of the forms, particularly the Construction Contract, may not be locked for editing in order for you to modify the content to suit your individual situation. By locking the forms, using the padlock symbol on your control bar in Word, you will be able to move from one form field to the next simply by using your tab key.

### **IV. DISCLAIMER**

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

**All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.**

**THESE MATERIALS ARE PROVIDED "AS IS" WITHOUT ANY EXPRESS OR IMPLIED WARRANTY OF ANY KIND INCLUDING WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT OF INTELLECTUAL PROPERTY, OR FITNESS FOR ANY PARTICULAR PURPOSE. IN NO EVENT SHALL U.S. LEGAL FORMS, INC. OR ITS AGENTS OR OFFICERS BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OR PROFITS, BUSINESS INTERRUPTION, LOSS OF INFORMATION) ARISING OUT OF THE USE OF OR INABILITY TO USE THE MATERIALS, EVEN IF U.S. LEGAL FORMS, INC. HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.**