

# **VIRGINIA SUBCONTRACTOR'S PACKAGE**

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Thank you for purchasing a U.S. Legal Forms™ Specialty Forms Package. This package is an important tool to help with legal and business issues that may arise between a sub-contractor and a general contractor, property owner, or suppliers during a construction project.

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### **I. FORM LIST**

The Subcontractor's Package contains many forms that are useful for protecting your legal rights or claims and to address legal issues that may arise during a construction project.

Your package includes:

1. Subcontractor's Agreement (*this agreement may not conform with the laws of Virginia pertaining to construction contracts with the property owner*)
2. Construction Project Information Sheet
3. Change Order Sheet
4. Certificate of Completion
5. Weekly Equipment Summary
6. Time and Material Log
7. Bid Log
8. Bid Follow Up Letter
9. Summary of Estimate
10. Final Project Punch List
11. Worker Safety and Health Plan
12. Accident Report Form

## II. DESCRIPTION OF FORMS

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

Subcontractor's Agreement - This form addresses issues for subcontract work including: identifying the interested parties, identifying the jobsite, describing the work, scheduling the work, payment amount, payment schedule, change orders, contractor's delay in commencing work, late payments, dispute resolution, excusable delay, concealed conditions, insurance, and contract interpretation.

Construction Project Information Sheet - This form helps you identify and capture important project information such as the parties involved, the date of commencement, and any other relevant information.

Change Order Sheet - This multi-state form may be used to authorize extra work on a construction project and bring all the extra work under the terms of the original Subcontractor's Agreement.

Certificate of Completion – You can use this form to certify the satisfactory completion of all work on a construction project.

Weekly Equipment Summary – This form helps you record and organize information about the equipment used on a particular project including the amount of time a piece of equipment is used, its make and model, maintenance and repairs, ownership status.

Time and Material Log - This form helps you keep track of time and materials used on a particular project and can be used to invoice the contractor for progress payments.

Bid Log – This form helps you keep track of bids that are outstanding and information about each bid, such as due date, sent date, bid price and status.

Bid Follow Up Letter - This letter is a helpful template for following up with a contractor or owner after submitting a bid.

Summary of Estimate – This form will help summarize the various tasks involved in completing a project, the amount of work involved for each task, and expenses. This is a great tool for generating a contract price.

Final Project Punch List – This form helps you create a punch list of items that need to be corrected or finished and provides areas for the contractor or owner to initial when the task is completed or resolved.

Worker Safety and Health Plan – This great form will guide you through the process of developing a formal written safety and health program and help you: (1) comply with the General Safety & Health Provisions for construction (29 CFR 1926 Subpart C); (2) qualify for a "Focused Inspection" rather than a "Comprehensive Inspection" should you receive a compliance visit from OSHA; and (3) reduce workplace injuries.

Accident Report Form – This Accident Report form helps you record relevant information following an accident at a jobsite.

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**

Many forms in this packet contain "form fields" created using Microsoft Word. Form fields protect the content of a document from being inadvertently changed while making it easier for you to add information to the form you need to such as the parties' names and addresses. When the document is protected, you can use the tab key to jump from field to field as you enter information. Unprotect the document when you want to modify it. Even though a document may contain form fields, you can still print out the form without filling in the fields and complete the blank form by hand or with a typewriter.

To protect a document, right click on the toolbar just over your document and click on "Forms." Click on the padlock icon of the forms toolbar to lock your document. Click the padlock again if you want to unlock your document. You can also access the forms toolbar by clicking on "View" then "Toolbars" then "Forms."

You can also protect your document by clicking on "Tools" in the upper menu bar then "Protect Document" then check the box next to "Allow only this type of editing in the document" then, select from the drop down menu box "Filling in Forms" then select "Yes Start Enforcing Protection." You will be presented with the option of entering a password but you can just click "Yes" without entering a password if you choose. To unprotect your document, click on "Tools" then "Unprotect Document."

You can cause the form fields to appear gray by clicking on the button on the forms toolbar that resembles a shaded letter "a." Click on the "a" again to make fields invisible.

These instructions are based on Microsoft Word 2003. The process will differ slightly if you are using Microsoft Word 2000.

### **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.**

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