

Project \_\_\_\_\_ File \_\_\_\_\_

Construction File  
Left Side

<u>Tab</u>	<u>Description</u>	<u>Comments</u>
A	General Correspondence	
B	Lawsuits/Legal Action	
C	Insurance Certificates	
D	Material Submittals	
E	Payment and Performance Bonds	
F	Standard Subcontract Agreement	
G	Material Suppliers Acknowledgement	
H	Vendor Information Sheets	
I	Bids	
J	Sketches	
K	Material Take Offs	
L	Other	