



To Whom It May Concern:

Prior to any work for us on any of our sites all the contracts and insurance requirements must be submitted to the office completed in full. Thank you! If you have any questions, please contact our office at 978.887.1188 or fax us at 978.626.1538

- **General Contract Agreement** - The General Contract Agreement is required from our Insurance Company and must be signed prior to any work performed. We must have the signed Original.
- **W - 9** - Please fill out the attached W-9 and mail back or fax with the proper company name, address, and tax id. The W-9 must match the Insurance Certificate (Company Name, Address, etc.).
- **Insurance Certificate** - C.P. Berry Construction Company, Inc. requires all Contractors to carry a Certificate of Insurance. Please make sure your Insurance Company lists C.P. Berry Construction Company, Inc. listed as an additional named insured.

Sincerely,

C.P. Berry Construction Co., Inc.