

***PLEASE BE SURE TO FILL OUT THIS ENTIRE SECTION**

If Sub-Contractor - List _____	Owners Name _____			
General Contractor _____	Phone Number _____			
General Contractor Address _____	Fax Number _____			
Project Owner _____	Contact Person _____			
Owner's Address _____	Phone Number _____			
	Fax Number _____			
PLEASE CIRCLE THE TYPE OF WORK THAT IS BEING PERFORMED				
CARPETING 01	FLOOR SYSTEMS 04	<u>INTERIOR SYSTEM</u>	LATHING 08	WOODFRAMING 11
CONCRETE 02	HAZ MAT 05	CEILINGS 07A	MILLWRIGHT 09	MISCELLANEOUS 12
EXTERIOR 03	INTERIOR FINISH 06 (TRIM - DOORS/HARDWARE)	METAL STUDS/DRYWALL 07B	SCAFFOLDING 10	
Circle one of the following: Federal Project State Project Municipal Project Private <small>If project is private, disregard this section.</small>				
Name of Bond Company, if applicable _____			Contact Person _____	
Bond Company Address _____			Phone Number _____	
			Fax Number _____	

INSTRUCTIONS FOR COMPLETING FORM

STEWARDS REPORTS MUST BE SUBMITTED WEEKLY

STEWARDS REPORT MUST BE COMPLETED IN FULL

IMPORTANT - As the Shop Steward on this job it is your responsibility to complete these reports on a weekly basis completely and correctly with the information required. This report is essential to insure the proper payments by the contractor and to be sure that you and other carpenters receive the benefits to which you are entitled. IF THERE IS NO SHOP STEWARD ON THE JOB, ANY CARPENTER CAN FILL OUT THE REPORT AND SEND IT IN. The Trustees reserve the right to withhold benefits from any carpenter who does not submit a report of his employment to the Fund office. IT IS YOUR RESPONSIBILITY TO SIGN AND MAIL THIS REPORT WEEKLY. NO POSTAGE IS NEEDED.

THIS REPORT MUST INCLUDE THE CONTRACTOR CODE TO INSURE PROMPT AND ACCURATE PROCESSING. THIS INFORMATION CAN BE OBTAINED BY CONTACTING THE FUND OFFICE.

PLEASE NOTE THE FOLLOWING:

- USE SEPARATE REPORT FOR EACH PROJECT
- ALL CARPENTERS ON YOUR JOB MUST BE LISTED, INCLUDING OUTSIDE MEN.
- LIST OVERTIME AS ACTUAL HOURS WORKED IN PROPER SPACES.
- CIRCLE NAMES OF MEN LAID OFF.

***EMPLOYEE CODE**

- | | |
|----------------|--------------------|
| A - Apprentice | J - Journeymen |
| F - Foreman | S - Superintendent |
| I - Improver | T - Trainee |