

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>	DRYWALL 07C	MILLWRIGHT 09
CONCRETE 02	HAZ MAT 05	CEILINGS 07A	TAPING 07D	SCAFFOLDING 10
EXTERIOR 03	INTERIOR FINISH 06	METAL STUDS 07B	LATHING 08	WOODFRAMING 11
(TRIM - DOORS/HARDWARE)				MISCELLANEOUS 12

Circle one of the following: Federal Project    State Project    Municipal Project    Private    If project is private, disregard this section.

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 CODES**

- |                |                    |
|----------------|--------------------|
| A - Apprentice | J - Journeyman     |
| F - Foreman    | S - Superintendent |
| I - Improver   | T - Taper          |