



RELEASE REQUEST FORM

Please fill out the information below and fax to:

760-381-6287

Or email to: **mcarroll@servicerock.com**

If you are requesting a **CONDITIONAL PROGRESS RELEASE**

Please list the:

OWNER'S NAME: _____

THROUGH DATE: _____

WHO THE CHECK IS COMING FROM: _____

If you are requesting An **UNCOND PROGRESS RELEASE**

Please list the:

OWNER'S NAME: _____

PAYMENT THROUGH DATE: _____

If you are requesting a **CONDITIONAL FINAL RELEASE**

Please list the:

OWNER'S NAME: _____

WHO THE CHECK IS COMING FROM: _____

(NO THRU DATES ON COND FINALS!!!)

If you are requesting an **UNCOND FINAL RELEASE**

Please list the:

OWNER'S NAME: _____

Any additional information you need to see on any of the above stated releases please list as well: _____

Our release dept automatically includes our job #, & invoices (or an aged trial balance) on our releases. Should you not need this info, *please specify*.

Releases are done on a first come first serve basis. This is to insure fairness to all customers. In the event your release was done incorrectly based on info you gave us, it will be placed at the bottom of the pile to be re-done.