

### VIII. SERVICE AGREEMENT INFORMATION

When requesting a contract please complete the Service Agreement Information form below and be sure to include all the additional documents being requested. The Service Agreement will be completed once all the necessary approvals for a Houses of Worship Revolving Fund Loan have been received in Legal Services

#### SERVICE AGREEMENT INFORMATION – WITH HOUSES OF WORSHIP REVOLVING FUND LOAN

Please complete this Service Agreement Information form with as much detailed information as possible. The following documents must be submitted along with the completed Service Agreement Information form:

- Copy of the unsigned but accepted bid/proposal
- Contractor's Certificate of Insurance
- IRS Form W-9 completed and signed by Contractor
- Business meeting minutes approving the work

Documents can be faxed to Legal Services at 816-521-3099 or emailed to: [legalservices@cofchrist.org](mailto:legalservices@cofchrist.org). Once this information has been received, and loan approval given, Legal Services will prepare the Service Agreement for signature by the Congregation, Campground, or Mission Center and Contractor.

1. NAME/ADDRESS OF CONGREGATION, CAMPGROUND, OR MISSION CENTER

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code \_\_\_\_\_

2. CONTACT INFORMATION FOR CONGREGATION, CAMPGROUND, OR MISSION CENTER

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

3. IF CONGREGATION OR CAMPGROUND WHAT MISSION CENTER ARE YOU PART OF?

\_\_\_\_\_

4. TYPE OF SERVICE AGREEMENT BEING REQUESTED:

Services: \_\_\_\_\_  
Construction: \_\_\_\_\_ (New build: \_\_\_\_\_ Remodel: \_\_\_\_\_ Add on: \_\_\_\_\_)  
Consulting: \_\_\_\_\_  
Electrical: \_\_\_\_\_  
Plumbing: \_\_\_\_\_  
Roofing: \_\_\_\_\_  
Heating/cooling: \_\_\_\_\_  
Logging: \_\_\_\_\_  
Other: \_\_\_\_\_

5. CONTRACTOR'S NAME/ADDRESS

Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

6. WHAT IS THE SCOPE OF THE WORK? (Provide a brief description of the services to be provided, equipment purchased, etc.)

7. TOTAL DOLLAR VALUE OF THE PROJECT: \$ \_\_\_\_\_

8. REQUESTED START DATE OF THE PROJECT: \_\_\_\_\_

9. ANTICIPATED COMPLETION DATE OF THE PROJECT: \_\_\_\_\_

10. DOES THE CONTRACTOR MEET THE CHURCH'S INSURANCE REQUIREMENTS?  
(Proof of insurance (Certificate of Insurance) to be provided by Contractor and coverage must meet Church's requirements.)

Yes: \_\_\_\_\_ No: \_\_\_\_\_

11. IF THIS IS A CONSTRUCTION CONTRACT VALUED OVER \$100,000.00 THE CONTRACTOR IS REQUIRED TO BE BONDED. DOES THE CONTRACTOR MEET THE CHURCH'S BONDING REQUIREMENTS?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

12. DOES ANY PORTION OF THIS PROJECT INVOLVE AN INSURANCE CLAIM?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

13. IF AN INSURANCE CLAIM, HAS RISK MANAGEMENT BEEN CONTACTED?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

14. IS A HOUSE OF WORSHIP REVOLVING FUND LOAN NEEDED TO ASSIST WITH THE COST OF THE PROJECT?

Yes: \_\_\_\_\_ No: \_\_\_\_\_