

## **QCN Application Checklist**

- Complete Application Form
- A valid business license -
  - Establishment of business for 12 months
- Three references from customers for whom you have done work in the previous six month period
  - One
  - Two
  - Three
- Complete Regions Bank forms for electronic funds transfer.
  - Attach voided check or EFT info
- Certificate of Liability Insurance
  - Evidence of a minimum of \$500,000 general liability insurance
  - Evidence of workers' compensation insurance as required by state law.
- Letter of approval from your wholesaler or supply house where materials are purchased
- Distributor Listing – Check the appropriate distributor(s) box that relates to the area(s) that your company does work in
- QCN applicants must also attend a mandatory training session discussing program guidelines and standards.
  - Attendance \_\_\_\_\_

### **Please return completed application package to:**

QCN fax: 615-391-3994

-- or --

Conservation Services Group  
828 Royal Parkway; Suite 100  
Nashville, TN 37214  
Attn: Pam Briggs or Tonya McCulla

QCN contact phone: 615-349-1097 or 615-349-1067, Email: [Pamela.briggs@csggrp.com](mailto:Pamela.briggs@csggrp.com) or [tonya.mcculla@csggrp.com](mailto:tonya.mcculla@csggrp.com).