



To: _____ Today's Date: _____
From: _____ Work On Hand As Of: _____ \$

Contractor: _____
Obligee (Bond Payable To): _____
Address: _____
If Subcontract, Owner's Name: _____

PLEASE ATTACH CONTRACT

Legal Project Name (including any identifying numbers): _____

Job Location: _____
Contract Date: _____ Contract Amount: \$ _____
Performance Bond Amount: \$ _____ Payment Bond Amount: \$ _____
Special Bond Form? Yes (attach form) No Number of Executed Sets: _____
Estimated Start Date: _____ Completion Time: _____
Retainage: _____ % Penalties/Damages: \$ _____
Warranty Period: _____ Covered By Manufacturer? Yes No

List Major Subcontractors

Amount

Sub Bond

List Major Subcontractors	Amount	Sub Bond
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Architect/Engineer: _____ Phone Number: _____
Address: _____
Special Hazards: _____
Comments and/or Additional Notes: _____

RESULTS - If not already provided

Low Bidder: _____ Bid Amount: \$ _____
2nd Bidder: _____ Bid Amount: \$ _____
3rd Bidder: _____ Bid Amount: \$ _____
Comments: _____

INSURANCE REQUIREMENTS

Please include a certificate of insurance with the bond Yes (attach requirements) No

NOTE: Failure to attach contract may result in delay of delivery.

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