

To: _____ **Today's Date:** _____

From: _____

Contractor: _____

 Obligee (*Bond Payable To*): _____

Address: _____

 Legal Project Name (*including any identifying numbers*): _____

Job Location: _____

Scope of Work: _____

Estimated Start Date: _____ Work On Hand As Of: _____ \$

Completion Time: _____ Penalties/Damages: _____ \$

 Special Bond Forms? Yes (*attach forms*) No Retainage: _____ %

 Warranty Period: _____ Covered By Manufacturer? Yes No

 Job Breakdown: **Labor:** _____ % or \$ **Materials:** _____ % or \$

Subcontracts: _____ % or \$ **Profit:** _____ % or \$

List Major Subcontractors	Amount	Sub Bonded?
_____	\$ _____	<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: _____

Special Hazards: _____

BID BOND INFORMATION

Bid Date and Time: _____ Estimated Bid: _____ \$

Bid Bond Amount: _____ % or \$ Bid Opening Location: _____

BID RESULTS

Low Bidder: _____ Bid Amount: _____ \$

 2nd Bidder: _____ Bid Amount: _____ \$

 3rd Bidder: _____ Bid Amount: _____ \$

 Do you expect to be awarded the contract? Yes No

Comments: _____

PERFORMANCE & PAYMENT BOND INFORMATION

Contract Date: _____ Contract Amount: _____ \$

Performance Bond Amt: _____ % Payment Bond Amt: _____ % Number of Executed Sets: _____

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

NOTE: Please attach a copy of the bid specs or contract. Failure may result in the delay of delivery of the bond.