



# BOND REQUEST

Date \_\_\_\_\_ Bond must be received by \_\_\_\_\_  
Bond requested by \_\_\_\_\_

## Section A

Contractor \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Section B PROJECT AND BACKLOG INFORMATION

Owner \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job title/Contract number \_\_\_\_\_  
Project description \_\_\_\_\_

Estimated contract price \_\_\_\_\_ Estimated percentage (%) of: Labor \_\_\_\_\_ Material \_\_\_\_\_  
Overhead and profit \_\_\_\_\_ Subcontractors by trade \_\_\_\_\_  
Completion time \_\_\_\_\_ Penalties \_\_\_\_\_  
Work on hand: Bonded \_\_\_\_\_ Unbonded \_\_\_\_\_ Outstanding low bids \_\_\_\_\_

## Section C BID BOND INFORMATION

Bid date: \_\_\_\_\_ Time of day: \_\_\_\_\_ Percentage (%): \_\_\_\_\_ Special Forms? \_\_\_\_\_

## Section D PERFORMANCE AND PAYMENT BOND INFORMATION

When bid? \_\_\_\_\_ Secured by:  Bid bond  Certified check  Negotiated  
Low bid \_\_\_\_\_ 2<sup>nd</sup> bidder/amount \_\_\_\_\_ 3<sup>rd</sup> bidder/amount: \_\_\_\_\_

- *If your low bid is more than 10% less than 3<sup>rd</sup> bidder, please provide a 'bid spread' letter of explanation*
- *Must have an award letter or contract in order to issue final bonds*

## Section E MAILING INSTRUCTIONS (Please provide mailing address if different from above)

Pick up \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_  
Mail \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ To:  Principal  Broker (check one only)  
Overnight \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ To:  Principal  Broker (check one only)  
Overnight carrier and account # \_\_\_\_\_ Principal \_\_\_\_\_ Broker \_\_\_\_\_