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CONTRACT BOND PUNCH LIST

FOR NEW ACCOUNTS please submit ...

- ◆ Contractors Questionnaire Form (our form or equivalent)
- ◆ Prior three fiscal financial statements for business
- ◆ Concurrently dated personal financial statements of the owner(s)
- ◆ Accounts receivable and accounts payable list for the latest fiscal financial statement (if the statement is not audited) - including mailing addresses.
- ◆ Detail of liability insurance carried by the contractor
- ◆ Cover letter and/or narrative on the applicant's history, needs, goals, etc.
- ◆ Bank letter indicating expression of available credit, experience, average balances, etc.
- ◆ Current work on hand job cost schedule

FOR SPECIFIC BOND REQUESTS please submit ...

- ◆ Approximate bid amount and engineer's estimate
- ◆ Bid date
- ◆ Project description
- ◆ Obligee
- ◆ Start date, completion date
- ◆ Penalty for late completion
- ◆ Maintenance term
- ◆ Current work on hand (bonded and unbonded)
- ◆ Any extraordinary items
- ◆ Verification of funding (if a private contract)
- ◆ Payment terms including retained percentage by owner
- ◆ Percentage subbed
- ◆ Bonds forms
- ◆ Copy of contract (if request is for final bond)

SUBMISSION OF PROPER INFORMATION WILL SPEED UP ALL REQUESTS

CONTRACTOR'S SURETY SURVEY DATE: _____

NAME _____ PHONE _____ Corporation
 Partnership
 ADDRESS _____ FAX _____ Limited Partnership
 Proprietorship

I. ORGANIZATION AND BACKGROUND

A. Date business formed _____ B. Date incorporated _____

C. If SUCCESSOR to prior business, name of predecessor organization: _____

D. List of officers and key personnel (**attach resumes**)

NAME Add spouse's full name	POSITION & RESPONSIBILITY	AGE	PERCENT OWNERSHIP	YEARS IN CONSTRUCTION	YEARS WITH COMPANY	SOCIAL SECURITY NO. Add spouse's SS#

E. List of affiliated, subsidiary or related companies in which this firm or its stockholders have an interest

NAME & ADDRESS	STOCK OWNERSHIP	TYPE OF BUSINESS	ENDORSEMENT BY PRINCIPAL OR STOCKHOLDERS

F. Name surety company presently providing contract bonds and through which agency.

G. If change desired, why? _____

H. What company (companies) was surety prior to present one? (Indicate years.) _____

I. State limits and carrier of liability, property and compensation insurance. _____

II. SCOPE OF OPERATION

A. Type of construction engaged in:

- General Electrical Sewer Roofing Masonry
 HVAC Excavating Water Lines Painting Manufacturing
 Plumbing Concrete Paving Bridge Work Other

B. Geographical area _____

C. Percentage of work done as: 1. Prime C. _____% Percentage of work bonded: _____%
 2. Subcont. _____% Percentage of work public ___% private ___%

D. How much of an average job is: 1. Sublet _____% 2. Made up of materials _____%

E. Are bonds required from subcontractors? Yes No When? _____

F. What is the largest work on hand handled in the past year? _____ All time? _____ Year: _____

G. What size contracts do you think your organization is best able to handle? _____
 How many? _____

H. Are you a union or non-union contractor? _____

I. List of largest jobs the firm has completed.

Contract Price	Description Of Job	Year Completed	Bonded?	Owner or Gen. Contractor (Incl. Phone & Fax No.)	Name & Address of Architect/Engineer (Incl. Phone & Fax No.)

J. Has contractor or any of the owners ever:

1. Defaulted on a contract? Yes No If yes, give details _____

2. Caused a surety to pay a loss? Yes No If yes, give details _____

3. Petitioned for bankruptcy? Yes No If yes, give details _____

K. Is this organization presently engaged in any litigation? Yes No If yes, explain _____

L. With respect to present work on hand: (Attach current W.O.H. form.)

1. Were bids in line with other bidders? Yes No If not, give details _____

2. Are projects all on schedule? Yes No If not, give details _____

3. Are any of the jobs in dispute? Yes No If yes, give details _____

M. Is equipment adequate for work program desired? Yes No If not, what expenditures are anticipated?

III. CREDIT INFORMATION

A. Suppliers: List principal suppliers

NAME	STREET ADDRESS	CITY & STATE	PHONE	FAX

1. Are you presently: Discounting Bills ___% Paying in 30 Days ___%
 Paying in 30-60 Days ___% Paying Over 60 Days ___%
2. If not Ppt/30, please explain _____

B. Bank

NAME & ADDRESS	PHONE	FAX	BANK OFFICER	LINE OF CREDIT	AMOUNT PRESENTLY AVAILABLE	NATURE OF SECURITY

C. Accountant

Name _____ Address _____
 Person to be contacted _____ Phone _____ Fax _____

IV. FINANCIAL DATA

ATTACH WORK ON HAND STATEMENT, PERSONAL FINANCIAL STATEMENTS ON ALL OWNERS. ATTACH LAST 3 FISCAL YEAR-END FINANCIAL STATEMENTS.

IF STATEMENTS ARE NOT AUDITED, PLEASE INCLUDE WITH THE LAST YEAR END STATEMENT SUPPORTING SCHEDULES OF ACCOUNTS RECEIVABLE AND PAYABLE AND SCHEDULE OF BANK ACCOUNTS.

A. Date of organization's year end _____

B. What method of accounting is used in preparing statements? _____
 % of Completion Completed contract Simple accrual Cash

C. On what basis of accounting are taxes paid? _____
 % of Completion Completed contract Simple accrual Cash

D. Have stockholders elected to be considered a "Sub Chapter 'S' Corporation?" Yes No

E. In what year was contractor last checked by I.R.S.? _____

F. Is personal indemnity of the owners/stockholders available? Yes No

(Attach personal financial statements of indemnitors concurrent with fiscal year end of contractor)

G. Life insurance in force

NAME	CARRIER	BENEFICIARY	AMOUNT	SURRENDER VALUE

H. Is a buy-sell agreement in effect? Yes No If yes, attach copy.

If buy-sell agreement is not available, what are buy-out provisions? _____

How is the continuity of the business to be funded? _____

I. Have operations been profitable since last statement date? Yes No

J. How frequently are job costs reviewed? _____ By whom? _____

K. Have any changes occurred since last statement date such as purchase of additional equipment or other fixed assets, loans to officers, investments, withdrawal or dividends that would significantly affect the financial condition? Yes No

L. Are any new ventures contemplated? Yes No

V. SURETY CREDIT NEEDS

A. Desired annual sales volume: _____ 3 years from now: _____

B. Desired maximum uncompleted work-on-hand at any one time: _____ 1 year from now: _____

C. Desired maximum single job size: _____ 1 year from now: _____

The information given above is true to the best of my knowledge and belief.

By _____ Title _____

