



Moten Associates

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CONTRACT BOND REQUEST FORM

www.nasbp.org/toolkit



From: _____ **Date:** _____

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: _____ / _____ / _____ am/pm Estimated Bid Amount: \$ _____

Bid Bond Amount: _____ % or \$ Consent of Surety (Y/N): _____

BID RESULTS

Low Bidder: _____ Bid Amount: \$ _____

2nd Bidder: _____ Bid Amount: \$ _____

3rd Bidder: _____ Bid Amount: \$ _____

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

DELIVERY INSTRUCTIONS:

Will pick up on: _____ a.m. _____ p.m. _____
Overnight Carrier: _____ Account No.: _____
Priority _____ Standard _____ 2 Day _____
1st Class Regular Mail: _____

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

PLEASE COMPLETE: The contract to be signed if low DOES _____ or DOES NOT _____ have a "surety rating trigger" that may create a default if the surety's rating drops.