

# Fax-In Bond Request Form

Your Business Name \_\_\_\_\_  
 Contact person from your company \_\_\_\_\_ Direct # \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
 What is the amount currently available on your company's operating line of credit? \$ \_\_\_\_\_  
 What is your estimated total for the cost(s) to complete all jobs in process? \$ \_\_\_\_\_

### BOND REQUEST DATA

Obligee's Name (Who is requiring you to provide this bond?) \_\_\_\_\_  
 Obligee's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Project Name & Number (if any) \_\_\_\_\_  
 Project's Physical Location (City/State) \_\_\_\_\_  
 Job Description \_\_\_\_\_  
 Architect or Engineer \_\_\_\_\_  
 Did you participate in the design of this project?  Yes  No  
 Anticipated Start Date \_\_\_\_\_ Time Allowed for Completion \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_  
 Retainage Amount \_\_\_\_\_ % Liquidated Damages Provision \$ \_\_\_\_\_ per \_\_\_\_\_  
 Description of any work to be subcontracted \_\_\_\_\_  
 Are you warranting your work and/or material on this project?  Yes  No → If 'yes,' for how long? \_\_\_\_\_  
 Does the Owner/Obligee require a special bond form?  Yes  No → **If 'yes,' please send a copy of the bond form.**  
 **FOR A BID BOND** What is the bid date? \_\_\_\_\_ What is the time of the bid? \_\_\_\_\_  AM  PM  
 Engineer's Estimate \$ \_\_\_\_\_ Bid Bond Penalty Amount: \_\_\_\_\_ % OR, if Flat Amount, \$ \_\_\_\_\_

**OR**

**FOR A FINAL BOND (PERFORMANCE AND / OR PAYMENT BOND)** → **PLEASE SEND A COPY OF THE CONTRACT.**  
 What is the contract date (date when the contract is signed)? \_\_\_\_\_ Contract Price \$ \_\_\_\_\_  
 Bid Amount of Next Two Lowest Bidders (if truly negotiated, check this box ) \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 How was your bid secured?  Check  Bid Bond  Negotiated

### JOB COST INFORMATION

Estimated Material Cost - \$ \_\_\_\_\_  
 Estimated Labor Cost - \$ \_\_\_\_\_  
 Estimated Equipment Cost - \$ \_\_\_\_\_  
 Estimated Subcontractor Cost - \$ \_\_\_\_\_  
 Estimated Overhead & Profit - \$ \_\_\_\_\_  
**TOTAL - \$ \_\_\_\_\_**

### DELIVERY INSTRUCTIONS

To whom should Goldleaf make delivery? \_\_\_\_\_  
 By When? \_\_\_\_\_ → Using:  FedEx → (Please provide your FedEx Shipper #) \_\_\_\_\_  
 UPS → (Please provide your UPS Shipper #) \_\_\_\_\_  
 USPS Express Mail  
 Email to \_\_\_\_\_  
 Regular Mail