



BOND REQUEST FORM

TOLL-FREE (888) 294-6747 | FAX (320) 269-3154

Kendyl@goldleafsurety.com

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 **Number of original copies of the final bond needed?** _____

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