



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 **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