

3010 LBJ Freeway  
Suite 920  
Dallas, TX  
75234-2750  
972/459-4749  
Fax 972/459-4535

# **BOND REQUEST WORKSHEET**

BID BOND  FINAL BOND  MAINTENANCE BOND

Principal \_\_\_\_\_

Surety \_\_\_\_\_

Obligee \_\_\_\_\_

Obligee's Address \_\_\_\_\_

Name of job to be typed on bond \_\_\_\_\_

\_\_\_\_\_ Bid/Sol # (if any) \_\_\_\_\_

Scope of Work \_\_\_\_\_

Bid Bond \_\_\_\_\_ % Bid Date \_\_\_\_\_ Time of Bid \_\_\_\_\_ Any special bond form? \_\_\_\_\_

Is a specific surety company rating required for this bond? \_\_\_\_\_ What is the requirement? \_\_\_\_\_

Estimated Bid \$ \_\_\_\_\_ Estimated Start Date \_\_\_\_\_ Time to Complete \_\_\_\_\_ days

Retainage \_\_\_\_\_ % Penalty/Liquidated Damages \$ \_\_\_\_\_ /day Any asbestos involved? \_\_\_\_\_

Est. Amount Subbed to Others \_\_\_\_\_ % Sub Trades \_\_\_\_\_

Term of Contractor Warranty? \_\_\_\_\_ year(s); Is a Maintenance Bond Required? \_\_\_\_\_ If yes, \_\_\_\_\_ yrs. @ \_\_\_\_\_ %

### **For Final Bonds:**

Your Job No. \_\_\_\_\_ Your Purchase Order No. (if any) \_\_\_\_\_

**\*\*Provide a copy of the contract and bond forms, if special bond forms are required.**

Contract Price \$ \_\_\_\_\_ Contract Date \_\_\_\_\_

Owner \_\_\_\_\_ Number of Originals Needed \_\_\_\_\_

Any special instructions regarding the project bond or preferred method of delivery: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested By \_\_\_\_\_ On \_\_\_\_\_

To Surety \_\_\_\_\_ On \_\_\_\_\_

Approved By \_\_\_\_\_ On \_\_\_\_\_

Delivered/Mailed/Picked Up On \_\_\_\_\_

**Bid Results**    Company    Amount

Low \_\_\_\_\_

2<sup>nd</sup> \_\_\_\_\_

3<sup>rd</sup> \_\_\_\_\_

Our Contractor's Bid \_\_\_\_\_

Worksheet Prepared by \_\_\_\_\_ On \_\_\_\_\_

Bond Prepared by \_\_\_\_\_ On \_\_\_\_\_

Bond Checked by \_\_\_\_\_ On \_\_\_\_\_

