



## SURETY REQUEST FORM

FORWARD TO: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
FAX: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### ITEM(S) REQUESTED:

PREQUAL LETTER	BID BOND	PERFORMANCE BOND	PAYMENT BOND	MAINTENANCE BOND	CONSENT OF SURETY
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CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

OBLIGEE NAME: \_\_\_\_\_

OBLIGEE ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

### PROJECT INFORMATION:

PROJECT NAME: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

PROJECT NUMBER (INTERNAL): \_\_\_\_\_

PREQUAL LETTER/BID BOND:	PERFORMANCE/PAYMENT/MAINTENANCE BONDS:
SOLICITATION #: _____ or PROJECT #: _____	CONTRACT #: _____
BID DATE: _____	CONTRACT AMOUNT: _____
BID ESTIMATE: _____	EST. START DATE: _____
BID BOND %: _____ % or Bid Bond Amount _____	COMPLETION TIME*: _____
COMPLETION TIME*: _____	DAMAGES/PENALTIES: _____
DAMAGES/PENALTIES: _____	MAINTENANCE PERIOD**: _____
MAINTENANCE PERIOD**: _____	ENGINEER/ARCHITECT: _____
	ADDRESS: _____
SPECIAL BOND FORM? YES NO	SPECIAL BOND FORMS? YES NO

CONSENT OF SURETY:	
FINAL PAYMENT <i>Final Contract Price:</i> _____	OTHER CONSENT: <i>Amount/Change:</i> _____

\* - Additional cost if >366 calendar days in Texas; >731 calendar days in all other U.S. states. \*\* - Additional cost if >1yr maintenance is included in performance/payment bonds in excess of completion time.

### DELIVERY INSTRUCTIONS:

NUMBER OF COPIES NEEDED:	TYPE:	HARD-COPY	ELECTRONIC	BOTH
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DATE NEEDED: \_\_\_\_\_ TIME NEEDED: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

(If Different from Contractor Address Above):

ADDITIONAL INSTRUCTIONS: \_\_\_\_\_