



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: _____