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## PERFORMANCE BOND REQUEST FORM

**A COPY OF THE CONTRACT MUST ACCOMPANY ALL PERFORMANCE AND PAYMENT BOND REQUESTS  
FAILURE TO SEND WILL DELAY THE PROCESSING OF YOUR REQUEST**

Date: \_\_\_\_\_ Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

**NOTE:** This form must be completed entirely. Incomplete forms will delay processing of your request.

Project name/description: \_\_\_\_\_  
\_\_\_\_\_

Date of bid opening: \_\_\_\_\_ Amount of bid: \_\_\_\_\_ % of \_\_\_\_\_

Obligee (owner): \_\_\_\_\_

Obligee's address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

If Bid, List Name of Next Two Bidders:

NAME OF BIDDER	ADDRESS	PHONE	AMOUNT
1.			\$
2.			\$

Project No. \_\_\_\_\_

Security used for bid bond:  Certified check  Bid bond

Amount of contract: \$ \_\_\_\_\_ Date of contract: \_\_\_\_\_

Performance bond amount: \$ \_\_\_\_\_ Payment bond amount: \$ \_\_\_\_\_

Architect/engineer name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Architect/engineer estimate: \$ \_\_\_\_\_ Profit estimate: \$ \_\_\_\_\_

Does the contract have a Maintenance Guarantee period?  Yes  No If so, how long? \_\_\_\_\_

Special bond forms required?  Yes  No (If yes, attach bond form)

Contractor's anticipated start date: \_\_\_\_\_ Est. completion date: \_\_\_\_\_

Time allowed to complete contract: \_\_\_\_\_ Penalty clause: \_\_\_\_\_ Per: \_\_\_\_\_

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Subcontractors to Be Used On This Contract: Attach additional sheet, if necessary.

NAME	DESCRIPTION OF WORK	AMOUNT
		\$
		\$
		\$
		\$