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The above referenced bond was issued on \_\_\_\_\_ covering:

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This is a routine request to help ensure that the project being performed by:

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is being completed in a satisfactory manner.

You can complete the form below and email, mail, or fax it to the address above – or call us and we will take your information over the phone. Thank you for your assistance.

**If the project is complete:**

Acceptance Date: \_\_\_\_\_; Final Contract Price (including retention): \$ \_\_\_\_\_

**If the project is not complete:**

Estimated Completion Date: \_\_\_\_\_

Approximate Percentage Complete: \_\_\_\_\_%

Dollar Amount Paid to Date: \$ \_\_\_\_\_

Total Dollar Amount of All Change Orders: \$ \_\_\_\_\_

- Are you aware of claims for unpaid labor or material? ☐ Yes ☐ No  
If yes, please explain \_\_\_\_\_
- Has work progressed satisfactorily? ☐ Yes ☐ No  
If no, please explain \_\_\_\_\_
- Additional comments: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Check here if you prefer we contact you (or someone else) by another method other than mail:

☐ Email – Please provide email address: \_\_\_\_\_

☐ Phone – Please provide phone number including area code: \_\_\_\_\_

☐ Fax – Please provide fax number including area code: \_\_\_\_\_