

BOND UNDERWRITING MEMORANDUM

A – PROJECT	
Principal: _____ _____	Bond Amount: \$ _____ <input type="checkbox"/> 60 <input type="checkbox"/> 90 <input type="checkbox"/> 120
Obligee: _____ _____	Agreement? _____
Project Description: _____ _____ _____	Performance: _____
Estimate/Contract Price: _____	Labour & Mat: _____
Architect/Engineer: _____	Tender/Contract Date: _____
Address: _____	Payment Terms/Holdback: _____
Architect/Engineer's Estimate/Budget: _____	Maintenance Period: _____
Does the Principal have any Design Responsibility? _____ If yes, attach details.	Completion Date: _____
	Penalty: _____
	Liquidated Damages: _____
	Environmental Exposures? _____ _____

B – STATUS				
OTHER BIDDERS	AMOUNT	SUBLET-DESCRIPTION	BONDED	AMOUNT
2 nd :	\$			\$
3 rd :	\$			\$
4 th :	\$			\$
5 th :	\$			\$

C – WORK ON HAND – BONDED, UNBONDED & OUTSTANDING TENDERS (PLEASE INDICATE IN COLUMN TWO)			
PROJECT DESCRIPTION	BONDED?	CONT. PRICE	UNCOMPLETED
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		Plus this job:	
		Total WOH:	

REMARKS: