

## BOND UNDERWRITING MEMORANDUM

### A – PROJECT

Principal: \_\_\_\_\_  
 \_\_\_\_\_  
 Obligee: \_\_\_\_\_  
 \_\_\_\_\_  
 Project Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Estimate/Contract Price: \_\_\_\_\_ HST Included?  
 Architect/Engineer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Architect/Engineer's Estimate/Budget: \_\_\_\_\_  
 Does the Principal have any Design Responsibility? \_\_\_\_\_ If ^s, attach details.

Bond Amount: \$ \_\_\_\_\_

☐ 60 ☐ 90 ☐ 120

Agreement? \_\_\_\_\_

Performance: \_\_\_\_\_

Labour & Mat: \_\_\_\_\_

Tender/Contract Date: \_\_\_\_\_

Payment Terms/Holdback: \_\_\_\_\_

Maintenance Period: \_\_\_\_\_

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

Penalty: \_\_\_\_\_

Liquidated Damages: \_\_\_\_\_

Environmental Exposures? \_\_\_\_\_

### B – STATUS

OTHER BIDDERS	AMOUNT	SUBLET-DESCRIPTION	BONDED	AMOUNT
2 <sup>nd</sup> :	\$			\$
3 <sup>rd</sup> :	\$			\$
4 <sup>th</sup> :	\$			\$
5 <sup>th</sup> :	\$			\$

### 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: