

## CONTRACTOR'S QUESTIONNAIRE



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 800-683-9399 Fax: 302-678-9409  
 www.bondagency.com

### 1) BACKGROUND INFORMATION

Company name			
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Address	Street	City	State	Zip
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Phone	Fax	Email
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Federal Tax I.D. #	Total # of Employees
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Form of Organization: <input type="checkbox"/> S Corporation	<input type="checkbox"/> C Corporation	<input type="checkbox"/> LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Proprietorship
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Date Business Formed	Date Incorporated
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**Business Ownership Detail:**

Name and Residence Address	% of Ownership	DOB	Title / Responsibility	Social Security #	Marital Status	Spouse's Name & SS#

Has there been any change in ownership in the past two years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, please explain			
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Is the Company or any of its owners connected with other companies that operate as a parent, subsidiary, holding company or affiliate?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please explain
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Have provisions been made for continuation of the duties of the owner(s) and an orderly transfer of ownership in the event of death or disability?

<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes Provide details
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<b>2) KEY PERSONNEL (Estimators, Forman, Supervisors, Managers, etc)</b>					
Name	Position/Responsibility	Age	Time in Position	Time in Industry	
1)					
2)					
3)					
4)					
<b>3) OPERATIONS / EXPERIENCE</b>					
Type of construction work generally performed?					
Specialize In?					
Occasionally perform?					
What is your geographic area of operation?					
List the six largest/most important contracts completed in the last five years.					
Owner's Name & Contact Person	Phone No.	Fax No.	Contract Description.	Contract Amount	Date Completed
1)					
2)					
3)					
4)					
5)					
6)					
What is the single largest contract you expect to perform in the near future?			\$		
What is your average annual contract revenue?		\$			
Do you presently own the equipment necessary to complete current and existing contracts?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, will you be <input type="checkbox"/> Buying <input type="checkbox"/> Renting <input type="checkbox"/> Leasing					
Are bonds required from subcontractors?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, over what amount	\$

<b>4) BONDING / CREDIT HISTORY</b>			
Present or most recent Bonding Co.			
Present or most recent Bonding Agent		How long with them?	
Largest single contract previously bonded?	\$		
Have you in the past or do you plan to use more than one surety at a time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is collateral currently posed with any other Surety to secure bonds on behalf of your firm?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please provide details			
Has the company, any affiliate or subsidiary, or any owner(s) or companies in which they have had ownership interest:			
Ever defaulted on a contract?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please explain
Ever caused a Bonding Company to suffer a loss?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please explain
Ever experienced a bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If so, please explain
Been in receivership?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If so, please explain
Had liens filed by a taxing authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If so, please explain
Ever had any liens for labor and/or materials filed against them on any contracts which you have performed?			
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If so, please explain
<b>5) BANKING INFORMATION</b>			
Name of Bank			
Account Manager			
Phone No		E-Mail Address	
Customer of Bank Since		Current Line of Credit Amount	\$
Amount of Credit Line currently in use?	\$		
Line of Credit Secured by?	Corporate Signature <input type="checkbox"/> Yes <input type="checkbox"/> No	Personal Signature <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Accounts Receivable <input type="checkbox"/> Yes <input type="checkbox"/> No	Inventory <input type="checkbox"/> Yes <input type="checkbox"/> No	
Line of Credit Expiration Date			

<b>6) ACCOUNTING INFORMATION</b>			
Name of Accounting Firm that prepares Financial Statements / Tax Returns for Company			
Accountants Name		Phone #	
E-Mail Address		Fax #	
How long have you been using your present accounting firm?			
Does your Company obtain a CPA prepared financial statement at fiscal year end?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, on what basis are the CPA Financial statements prepared?			
<input type="checkbox"/> % of Completion	<input type="checkbox"/> Completed Contract	<input type="checkbox"/> Accrual	<input type="checkbox"/> Cash
Do you prepare internal financial statements from you accounting system during the year?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, how often?	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	
If the company is a corporation, is it a Sub Chapter S Corporation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Income taxes are paid on the following basis:	<input type="checkbox"/> % of Completion	<input type="checkbox"/> Completed Contract	<input type="checkbox"/> Accrual <input type="checkbox"/> Cash
Are corporate and personal taxes of owner(s) and spouse(s) current?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If no, please explain
Do you factor, sell or pledge your accounts receivable or contract retainage?		<input type="checkbox"/> Yes	<input type="checkbox"/> No If yes, please explain
<b>7) SUPPLIERS &amp; SUBCONTRACTORS</b>			
List the names of your Most Important Material Suppliers & Subcontractors			
Name of Supplier or Sub Contractor	Contact Person	Phone #	Material/Service Provided
Completed by			
Name			
Title			
Date			

*I acknowledge that all information is complete and correct and is given to induce the insurance company to execute surety bonds. I understand that false information may constitute misrepresentation or fraud. I, the undersigned, am authorized to allow you to investigate the credit, bank and performance reference of the company, its employees and owners for bond purposes.*