

For Bonded Project that HAS BEEN pre- approved/ authorized by Mgmt.
THE CUSTOMER WILL NEED THIS FORM TO GATHER DOCUMENTS AND ANSWER
ALL THE QUESTIONS ON THIS PAGE AND RETURN THIS COMPLETED BOND WORKSHEET WITH
ALL DOCUMENTS NEEDED BELOW.

SPS Bond# _____

Date _____ SPS Acct# _____ Customer: _____
CONTRACT AMT: \$ _____, TOTAL MATERIAL AMT: \$ _____
MAT. WILL DELIVER TO JOBSITE: ? _____; MATERIAL NOT TO BE STORED ? _____

BOND CHECKLIST / WORKSHEET

*****Please return this checklist along with ALL Documents listed (1 thru 7) for bonded projects*****

INFORMATION NEEDED FOR BONDED JOB

- _____ 1. **NEED COPY OF: PAYMENT BOND** (with bond # listed) **MUST HAVE ACTUAL COPY OF BOND**
(in most cases: The general contractor has the Payment Bond that covers Subs & Material Suppliers sometimes the Sub is required to obtain a payment bond)
- _____ 2. **NEED: Notice of Commencement** for this project.
- _____ 3. **NEED: (OWNER INFO: NAME, ADDRESS, PHONE # & CONTACT NAME)**
(usually found on) AWARD LTR / LTR TO PROCEED FROM PRIME CONTRACTOR
- _____ 4. **NEED: COPY OF SUB-CONTRACT: WE MUST HAVE COMPLETE SIGNED COPY OF CONTRACT**
(If no written sub-contract - we need a copy of signed P.O. from Prime Contractor to Sub-contractor)
- _____ 5. **NEED PURCHASE ORDERS:** (from SPS Customer) & **SIGNED SPS** order confirmations
(If more than one job—each job must be ordered on a separate purchase order).
- _____ 6. **TAX RATE FOR PROJECT:** _____ %
- _____ 7. **TAX EXEMPT** _____ **TAX EXEMPT FORM** (for this project - IF applicable)
- _____ 8. **PROJECT NAME** _____
JOB SITE ADDRESS: _____

Project-- Approximate Start Date: _____

Project --Approximate Completion Date: _____

******IMPORTANT** *****MATERIALS REQUIRED TO BE SHIPPED TO JOB SITE** ***
If they absolutely cannot be shipped to job site: Please call SPS 1-800-451-2612 x 143 for the Materials Delivery Agreement Form.

Sales Rep: _____