



**Western National Insurance Group**  
 10851 N. Black Canyon Highway Suite 630  
 Phoenix, AZ 85029  
 P (855) 283.8106 F (800) 999.3464  
 E surety@wnins.com

**CONTRACT BOND REQUEST FORM**  
 nasbp.org/toolkit

To:

Today's Date:

From:

Contractor:

Obligee (Bond Payable To):

Address:

Legal Project Name (including any identifying numbers):

Job Location:

Scope of Work:

Estimated Start Date:

Completion Time:

Special Bid Bond Form:  Yes (attach form)

No

Warranty Period:

Contractor's Guarantee Period(s):

Job Breakdown:

**Labor:** % or \$

**Subcontracts:** % or \$

Penalties/Damages:

Retainage: %

Covered By Manufacturer?  Yes  No

Work On Hand As Of: \$

**Materials:** % or \$

**Profit:** % or \$

List Major Subcontractors

Amount

Sub Bond

\$  
\$  
\$

Yes  No  
 Yes  No  
 Yes  No

Architect/Engineer:

Phone Number:

Special Hazards:

### BID BOND INFORMATION

Bid Date and Time:

Estimated Bid: \$

Bid Bond Amount: % or \$

Bid Opening Location:

### BID RESULTS

Low Bidder:

Bid Amount: \$

2nd Bidder:

Bid Amount: \$

3rd Bidder:

Bid Amount: \$

Do you expect to be awarded the contract?  Yes  No

Comments:

### PERFORMANCE & PAYMENT BOND INFORMATION

Contract Date:

Contract Amount: \$

Performance Bond Amt: % Payment Bond Amt: % Number of Executed Sets:

Please include a certificate of insurance with the bond:  Yes (attach requirements)  No

**NOTE: Please attach a copy of the bid specs or contract. Failure may result in the delay of delivery of the bond.**