



Please submit via email to bonds@catalystsurety.com

IMPORTANT: Catalyst and your surety underwriter rely on the information you provide on this form to process and approve your bond request. Please carefully verify all information against the contract documents before submitting, as this bond will be prepared using the information you provide. For bid bonds, submit your request as soon as you begin considering a project (we do not need your exact final bid amount). Simply provide your best ballpark estimate upon pulling plans and let us know as the bid date nears if that estimate increases.

BOND REQUEST FORM

Today's Date: _____ Company Name: _____

Type of Bond (Check One)

Bid Bond		Performance & Payment Bond
Digital/Emailed Copy ☐	Hard Copy/Original Required ☐	(all P&P bonds mailed via UPS) ☐
		# of original copies required: _____

SPECIFIC BOND FORM REQUIRED?

Yes ☐

No ☐

If **Yes**, include the required bond form when submitting this request. If **No**, an industry standard bond form will be used.

Bid Date/Contract Date: _____ Bid Time: _____

Obligee Legal Name: _____

(The Obligee is the party requiring the bond from you - the entity you will have a contract with and perform work for.)

Obligee's Address: _____ City: _____ State: _____ Zip: _____

Bid Estimate/Contract Price: _____

Bid Bond Amount (% or \$): _____ (The bid bond amount will be stated in the bid documents.)

Legal Project Name: _____

IFB # or Project Number: _____

Project City & State: _____

Architect Name & Address: _____

Brief Project Description: _____

Estimated Start Date: _____ Current Work on Hand: _____

Must Be Completed - Bond Underwriting Considerations

These should be pulled directly from the project specifications.

Completion Time: _____ Warranty Period: _____

Liquidated Damages: _____ Retainage: _____

Once bid results are known, please pass them along to us at bonds@catalystsurety.com so we can keep your surety underwriter actively up to date on all outstanding bid bonds.

Visit our Surety Guide for helpful definitions, instructions, timing recommendations, and explanations of the information requested on this form. Visit www.catalystsurety.com/surety-guide for more information.