

CONTRACTOR'S QUESTIONNAIRE

Revised November 2003

A. GENERAL INFORMATION

Name of Company:			
Address:		Website Address:	
Phone #:	Fax #:	Established in:	Incorporated in:
Types of Work:			
Areas of Operations:			

B. CORPORATE STRUCTURE - List all Shareholders/Partners/Directors/Officers of the Company

Full Name: (including middle initials)	Date of Birth	Title/Position/Duties	% Share Ownership	Held Since	Constr. Exp. (Years)

1. KEY PERSONNEL – (Managers, Estimators, Superintendents, Foremen, etc.)

Name:	With Co. Since	Position/Duties	Date of Birth	Constr. Exp. (Years)

If available, please attach a resume for each person outlining education, experience and specifying type of work handled, previous employers and positions held.

2. Have there been any changes in the ownership or management of the company in the past three years?

Yes No If yes, please explain fully _____

3. Does the Company have any related companies? Yes No

If yes, please state name, address, type of business and share ownership and attach copy of latest available fiscal year-end financial statement for each company (if available, please provide a corporate chart).

4. Are any of the shareholders named above or their spouses, engaged in any other business or businesses?

Yes No If yes, please state name, type of business and share ownership and attach copy of latest available fiscal year-end financial statement for each such company. _____

5. Has the Company or any of its shareholders or their spouses ever failed in business, compromised with creditors or caused a loss to a surety? Yes No If yes, explain fully. _____

C. TYPE OF WORK

1. Is the Company, a related company, or any of the shareholders named above or their spouses involved:

	Yes	No		Yes	No
In a joint venture?	<input type="checkbox"/>	<input type="checkbox"/>	In contracts lasting more than 2 years?	<input type="checkbox"/>	<input type="checkbox"/>
In a foreign venture?	<input type="checkbox"/>	<input type="checkbox"/>	In turn key propositions?	<input type="checkbox"/>	<input type="checkbox"/>
In land or property speculation?	<input type="checkbox"/>	<input type="checkbox"/>	In design work?	<input type="checkbox"/>	<input type="checkbox"/>
In real estate development?	<input type="checkbox"/>	<input type="checkbox"/>	In environmental remediation?	<input type="checkbox"/>	<input type="checkbox"/>

2. State types of owners for whom the Company works and list approximate percentages of your annual sales for each:

Governments	()%	Private Companies	()%
Developers	()%	Institutions	()%
Individuals	()%	Utilities	()%
Others	()% (please specify)		

3. **What percentage of the Company's work is usually sublet to others?** _____%

Types of work usually sublet? _____
 Types of work usually *not* sublet? _____

Do you obtain bonds from your subcontractors? Always Sometimes Never
 If never or sometimes, please explain why or under what circumstances the Company does not require bonds: _____

4. **List the 3 largest fixed price contracts completed by the Company during the last 10 years. Please provide written references from owners, consultants, engineers that may be available on large completed contracts.**

Contract Price	_____	_____	_____
Type of Work / Location	_____	_____	_____
Date completed	_____	_____	_____
Surety (if applicable)	_____	_____	_____
Subcontract %	_____	_____	_____
Gross Profit Margin	_____	_____	_____
Owner / Consultant	_____	_____	_____
Contact Name / Fax #	_____	_____	_____
Engineer / Architect	_____	_____	_____
Contact Name / Fax #	_____	_____	_____

5. **What was the Company's largest amount of uncompleted work on hand at any one time in the past?**
 \$ _____ year _____ It consisted of _____ (state number) of contracts.

6. **What maximum size contracts in each of the types of work you do, do you think the Company is best qualified to handle?**

Type: _____ Type: _____ Type: _____
 Amount: \$ _____ Amount: \$ _____ Amount: \$ _____

7. **What total work program (Bonded and Unbonded contracts) do you feel your organization is qualified to undertake:**
 (a) Total program any one time: \$ _____ (b) During the next 12 months: \$ _____

D. PRIOR SURETY

Name of present surety?: _____ How long with present surety?: _____ yrs.

Limits established?:
 (a) Single Job Limit \$ _____ (b) Aggregate (work on hand) Limit \$ _____

Reason for changing surety?: _____

Has the Company ever been refused a bond?: Yes No If yes, please provide details: _____

E. FINANCIAL BACKGROUND

1. **The Company's accounting firm and contact?** _____ Phone #: _____

2. **Does your office staff include a full time controller/accountant/bookkeeper?** Yes No If yes, what is his/her name, qualifications and experience? _____

3. **Are individual job cost records kept?** Yes No
 If yes, how often are they updated? _____ Reviewed by whom and how often? _____
 _____ Job costing software/accounting program _____

4. **Are interim financial statements prepared?** Yes No Date of last interim financial statement: _____

5. **Name of Bank** _____ Address _____

 Tel. No. _____ With bank since _____ Bank Manager _____

Please provide a copy of current signed bank agreements (terms and conditions letter).

Authorized operating line of credit? \$ _____ How much presently in use? \$ _____
 How is it secured? _____

What other loans do you have? _____

6. Yes No **Have any of the Company's accounts receivable, holdbacks or notes been assigned, pledged, sold or discounted?** (If yes, please provide details).

E. SUPPLEMENTARY INFORMATION

1. Yes No **Is the Company, or any of the Company’s principals/owners, acting as Guarantor, Indemnitor or Surety for others or as endorser on their notes or accounts?** (If yes, please provide full details)
2. Yes No **Are there any judgments, suits or claims outstanding against the Company, its shareholders or officers or any affiliated company?** (If yes, please provide full details)
3. Yes No **Are others disputing any work which the Company did or failed to do, or any account, or claim for extra work which the Company presented to them?** (If yes, please provide full details)
4. Yes No **Are you disputing any work which was done for the Company or any accounts which have been presented to you?** (If yes, please provide full details and the amounts)
5. Yes No **Since the last fiscal year end, has the Company or any related Company, purchased, or in the next twelve months, plan to purchase fixed assets over \$50,000?** (If yes, please provide details and the amounts)
6. Yes No **Since the last fiscal year end, has the Company or any related Company, built/acquired, or in the next twelve months, plan to build or acquire, a building, shop, or plant of your own or an extension of your present one?** (If yes, please provide details)
7. Yes No **Is there a buy/sell agreement in place?** (If yes, please provide details (including how funded) or attach a copy)
8. Yes No **Is there corporate “Keyman” life insurance in place?** (If yes, please provide details including the names of individuals and limits)

List of Insurance Coverages in effect:				
Coverage	Yes	No	Limits	Insurance Company
Property/Equipment/Stock				
Course of Construction				
Automobile				
Commercial General Liability				
Design/Build Professional Liability				

I/we declare the information I/we have provided herein to be true and correct and I/we understand that the Western Surety Company in granting suretyship relies upon the accuracy and completeness of this statement.

I/we authorize use of the information requested on this form by Western Surety Company (“WSC”) for the purposes of processing the application to which it relates, risk assessment, providing services, investigating claims, processing claims and any other purpose authorized by law (each, an “Authorized Purpose”). I/we authorize access to, and disclosure of, this information to those WSC employees, contractors, administrators, reinsurers and agents who have a need to know for any Authorized Purpose and to any other person as authorized by law. I/we authorize WSC to use any information about me/us contained in WSC’s existing files for any Authorized Purpose. To the extent I/we am/are providing any information on this form about a third party, I/we confirm that I have the authority to provide such information.

I/we authorize WSC and its agents to periodically investigate my/our credit history, financial standing, character and reputation for any Authorized Purpose. I/we authorize any credit reporting agency, financial or other institution with whom I/we have had dealings and any reference provided by me/us to disclose to WSC and its agents any information about me/us in connection with any such investigation.

Prepared for, and accepted by, the Company by:

Position:

_____ (please print)

Signature _____

Date _____

Along with this submission please include the following:

- Last three year fiscal year end statements of the Company and of all related companies (Review Engagement or Audit quality)
- Most recent in-house financial statement of the Company and of all related companies, supplemented with aged accounts receivable and payable listings
- Costed work on hand schedule dated with latest fiscal year end statement
- Current costed work on hand schedule
- Personal net worth statements of all shareholders
- Supplementary details in answer to any of the questions in this questionnaire, if applicable
- Provide five supplier references with contact name, address and fax or phone number

Agent/Broker _____