

Date _____

SPS Acct# _____

SPS Customer _____

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: (OWNER INFO: NAME, ADDRESS, PHONE # & CONTACT NAME)
(usually found on) AWARD LTR / LTR TO PROCEED FROM PRIME CONTRACTOR

_____ 3. 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)

_____ 4. NEED PURCHASE ORDERS: (from SPS Customer) or **SIGNED** order confirmations
(If more than one job—each job must be ordered on a separate purchase order).

_____ 5. TAX RATE FOR PROJECT: _____ %

_____ 6. TAX EEMPT _____ TAX EXEMPT FORM (for this project - IF applicable)

_____ 7. PROJECT NAME _____

JOBSITE 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 jobsite: Please call SPS 1-800-451-2612 x 143 for the Materials Delivery Agreement Form.

SPS Salesperson _____