



Pate Bonding, Inc.
 1276 So. Robert Street
 West St. Paul, MN 55118

(651) 457-6842
 (651) 457-7531 Fax
 www.patebonding.com

Rev. 10/2012

REQUEST FOR REFERENCE LETTER, LETTER OF BOND INTENT OR PREQUALIFICATION

Complete this form and submit along with a copy of any sample letter that may have been provided.

Your Company Name: _____ Date Required? _____

Letter Addressed to (i.e. Name of Project Owner, General Contractor or Construction Manager)

Attn: _____ E-mail: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

For a General Reference Letter, complete this section only:

What size projects are you looking to do? _____

For a Project Specific Letter, complete this section only:

Project Name: _____
 Project Number: _____ City: _____ State: _____

Are you bidding this project? Yes No Bid Date _____ Approximate Bid Amount \$ _____

Estimated Start Date: _____ Estimated Completion Date*: _____ Retainage: _____

Penalty Clause \$ _____ Per: _____ Length of Warranty** _____

Architect or Engineer: _____

*A surcharge may apply if the project runs longer than 12 months.

**Please review your project specs/contract documents carefully. If the specs/contract documents require a one (1) year period, this would be included in the base bond premium. Additional surcharges may apply for extended warranty/maintenance requirements longer than one year.

Work on Hand (Estimated cost to complete all jobs) Bonded \$ _____
 Unbonded \$ _____ Pending Awards \$ _____

Completed by:

Name: _____ E-mail Address: _____
 Title: _____ Date: _____
 Phone: _____ Fax: _____

Delivery Instructions*: Mail Fax E-mail Hold for Pick Express Mail Other: _____
 (Check One) Courier FedEx UPS Please provide your account number _____

*Letter will be returned via the US Postal Service unless indicated otherwise.