

Tuttle & Traina Insurance Agency, Inc.
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Construction Account Services
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CONTRACTOR'S QUESTIONNAIRE

Name of Contractor:			
Address:			
City, State Zip:			
Telephone No.		Fax No.:	
Contact Person:		E-Mail Address:	

Contracting Specialty(ies)		Tax ID No. (FEIN)	
Type of Business	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> SubS Corporation	State of Incorporation:	
Fiscal Year End:		Year Business Started:	Area of Operation:

CORPORATE OFFICERS, PARTNERS OR PROPRIETORS

Name	Age	SS#	Position	% Owned	Name of Spouse

Will the above individuals and spouses personally indemnify Surety? ()Yes()No
 If no, explain:

Is there a buy/sell agreement among the owners of the business? ()Yes()No

Is this agreement funded by life insurance? ()Yes()No

How many people does the firm employ? _____

How many work crews? _____

Has your firm or any of its principals ever partitioned for bankruptcy, failed in business or defaulted so as to cause a loss to a Surety? ()Yes()No

If yes, explain:

Is your firm or any of its officers currently involved in any litigation? ()Yes()No

If yes, explain:

What percentage of your work is normally for Government: _____ % Private Owners: _____ %

What percentage of your work is undertaken as a prime contractor? _____ %

What percentage of your work is normally subcontracted? _____ %

Are bonds required of subcontractors ()Yes()No

What trades do you normally subcontract: _____

What is the largest amount of uncompleted work on hand at one time in the past?

Amount: \$ _____

Year: _____

What is the largest job you expect to do during the next year? \$ _____

What is the largest uncompleted work program expected next year? \$ _____

What is your annual expected volume next year? \$ _____

What trades do you normally undertake with your own forces? _____

Is your firm union? ()Yes()No

Does the company own adequate equipment? ()Yes()No

Do you lease equipment? ()Yes()No

What are the terms of the lease? _____

* Please attach copy(ies) of lease(s)

Name of your CPA: _____

Address: _____

Telephone #: _____ Contact Person: _____

On what basis are financial statements prepared: () CPA Audited () Reviewed () Compiled
() Cash () Accrual () % Complete

How often are statements prepared? () Annual Statements () Semi-Annual Statements () Other _____

On what Basis are taxes paid? () Cash () Completed Contract () Accrual () % Complete

Do you have a full time accountant on your staff? () Yes () No If yes, years of experience: _____

Are job cost record kept? () Yes () No If yes, do they show job detail? () Yes () No

How often are they updated? _____ How often are they reviewed? _____

List your company's current banking information:

Name of Bank & Address	Telephone No.	Name of Bank Officer	Account No.	Current Balance

Amount bank line of credit established \$ _____ Current Portion Borrowed \$ _____

How is the line of credit secured? _____ UCC Filings? () Yes () No

Highest credit limit: \$ _____ Expiration date: _____ Interest% _____

List current banking information for the owner's of the company:

Name of Bank & Address	Telephone No.	Name of Bank Officer	Account No.	Current Balance

What is your Dun & Bradstreet Number? _____ D&B Rating: _____ Pay Record: _____

List affiliates, subsidiaries or related companies in which firm has interests

Individual	Company Name & Address	% Ownership	Scope of Operations

List previous bonding companies:

Name of Company	Underwriters Name	Reason for Leaving	Program Limits

List five largest contracts completed in the last five years - **COMPLETE ALL INFORMATION IN DETAIL:**

Job Name/Owner & Contact Tele #	Contact Name & Address	Contract Price	Yr	Describe Work

List five of your major suppliers - **COMPLETE ALL INFORMATION IN DETAIL:**

Name of Company & Contact Name	Complete Address	Telephone Number	Material or Service

List five contractors or subcontractors that you do business with - **COMPLETE ALL INFORMATION IN DETAIL:**

Name of Contractor & Contact Name	Complete Address	Telephone Number	Job Name

List five (5) largest accounts receivable (as of this date):

Name of Account Receivable	Amount Owed Your Company	% Over 60 Days	Contact Person Name:	Telephone Number

Have you assigned or pledged your accounts receivable? ()Yes ()No.

If Yes, Explain:

List key personnel, foremen or supervisors:

Name	Position	Age	Yrs Experience	Previous Employer

Explain all yes answers completely and attach resumes for owners and key personnel.

Have there been IMPORTANT CHANGES since the last financial statement? ()Yes ()No

Important changes are those exceeding 25% in the following categories:

Category	Yes	No	Category	Yes	No
Cash			Accounts Receivable		
Accounts Payable			Taxes Due		
Inventory			Other:		

Explain all yes answers completely

Please check Yes or No to the following:	Company		Principal	
	Yes	No	Yes	No
a. Had any tax liens?				
b. Been assessed for with delay damages--Liquidated Damages?				
c. Become involved in any disputes? Disputes include disagreements with owners, suppliers, engineers, architects, subcontractors, labor or others.				
d. Been in claim with a surety?				
e. Become involved in any lawsuits?				
f. Become delinquent in any tax payments? This includes income taxes, withholding taxes such as FICA or FUTA, sales taxes, fuel taxes, real or personal property taxes, excise taxes or other taxes.				
g. Received any cancellation notices for insurance coverages?				

If the answer is yes to any of the above questions, please attach a complete explanation

I, _____, President of _____, attest and affirm the above statements and answers are true and accurate to the best of my knowledge as of this date. I authorize the Tuttle & Traina Insurance Agency, Inc., to investigate my/our statements and to check my/our credit with any creditors.

Signed this _____ day of _____, 20_____.

Signature: _____ Title: _____

Please return this signed document with the following [XXX] documents:

- [XXX] Copies of your CPA's reviewed F.Y.E. Financial Statements (balance sheet and income statements) dated 1999, 2000, 2001, 2002;
- [XXX] A signed personal financial statement for each principal;
- [XXX] A Bank Letter stating credit limits, current status and current banking account balances and/or; copies of the most recent monthly Bank Statements for the company;
- [XXX] A current copy of Your Company's current Certificate of Insurance;
- [XXX] Resumes on all "Key Personnel;"