

NSSI

NATIONAL SURETY SERVICES, INC.

1534 Dunwoody Village Parkway • Suite 220 • Atlanta, Georgia 30338
1-800-953-6699 • (770) 394-9444 • FAX (770) 394-6888

CONTRACTORS QUESTIONNAIRE

1. Name of Firm: _____ Federal I.D. No.: _____

2. Address: _____ County: _____

(City) (State) (zip)

3. Phone No.: (____) _____ Fax No.: (____) _____ Cell Phone No.: (____) _____

4. Contracting Specialty: _____ Email Add: _____

5. Contact Person: _____ 6. Title: _____

7. Date Business Started: ____ / ____ / ____ 8. Type of Business: Corp. Part. Prop. Sub. "S" Corp.

9. State of Incorporation: _____ 10. Company Year End: _____

11. Federal Express Billing No.: _____ or UPS Billing No.: _____

12. Areas of Operation: _____

13. List the Corporate Officers, Partners or Proprietors of Your Firm (If Incorporated, Please Indicate Corporate Secretary):

	<u>Name</u>	<u>Yr. of Birth</u>	<u>Position</u>	<u>Percent Owned</u>	<u>Social Security No.</u>	<u>Married Yes/No</u>
A.	_____	_____	_____	_____	_____	_____
B.	_____	_____	_____	_____	_____	_____
C.	_____	_____	_____	_____	_____	_____
D.	_____	_____	_____	_____	_____	_____
E.	_____	_____	_____	_____	_____	_____

14. Is there A Buy-Sell Agreement Among the Owners of the Business? Yes No If Yes, Please Attach a Copy of the Agreement.

15. Is this Agreement Funded by Life Insurance? Yes No

16. Does the Company have a Continuity Plan in Effect? Yes No If Yes, Please Attached a Copy of the Plan.

17. How Many People Does Your Firm Employ? _____ 18. How Many Work Crews? _____

19. Does Your Firm Utilize Union Work Crews? Yes No If Yes, What Percent: _____%

20. Has Your Firm or any of its Principals Ever Petitioned for Bankruptcy, Failed in Business, or Caused a Loss to a Surety? Yes No
If Yes, Please Explain: _____

21. Is Your Firm or any of its Owners/Officers Currently Involved in any Litigation? Yes No

If Yes, Please Explain: _____

22. What Percentage of the Firm's Work is Normally for: Government Agencies _____ % Private Owners: _____ %

23. What Percentage of the Firm's Work is Normally Subcontracted: _____ %

24. Are Bonds Required of Subcontractors? Yes No

Please Explain: _____

25. What Trades do You Normally Subcontract? _____

26. What is the Largest Amount of Uncompleted Work on Hand at One Time in the Past? Amount \$ _____ Year _____

27. What is the Largest Job You Expect to Perform During the Next Year? \$ _____

28. What is the Largest Uncompleted Work Program Expected During the Next Year? \$ _____

29. What is Your Expected Annual Volume Next Year? \$ _____

30. What Trades do You Normally Undertake with Your Own Forces? _____

31. Does your Firm Lease Equipment? Yes No Type & Terms of Lease: _____

32. Is Your Firm 8(a) Certified? Yes No Are You or Any Shareholder or Spouses Native American? Yes No

33. Name of Your CPA: _____

Address: _____

Phone No.: (_____) _____ Contact Person: _____

34. On What Basis are Taxes Paid? Cash Accrual Completed Job Percentage of Completion

35. On What Basis are Financial Statements Prepared? Cash Accrual Percentage of Completion

36. On What Level of Assurance are Financial Statements Prepared? Compilation Reviewed Audit

37. How Often are Financial Statements Prepared? Monthly Quarterly Semi-Annually Annually

38. Do You Have a Full Time Accountant or Controller on Staff? Yes No If Yes, Years of Experience: _____

39. Does Your Firm Prepare any of the Following Internal Reports (Please Check all that Apply):

Monthly Balance Sheet Monthly P & L Statement Monthly Aging of Accounts Receivable and Payable

40. Are Job Cost Records Maintained? Yes No

How are they Maintained: Computerized Manually How Often are They Reviewed? _____

How Often are They Updated? _____ Do They Show Job Detail? Yes No

41. Name of Your Bank: _____

Phone No.: (_____) _____ Contact Person: _____

42. Does the Firm or any of the Principals Have a Bank Line of Credit? Yes No

Amount: \$ _____ Expiration Date: _____

How is it Secured? _____

43. Previous Bonding Companies: (Please Add More Lines if Needed)

Name

Reason for Leaving

A. _____

B. _____

44. List Three of Your Largest Contracts: (This Can Include Completed and Uncompleted Projects)

A. Owner: _____ Project Title: _____
 Contract Price: \$ _____ Gross Profit: \$ _____ Completion Date: _____
 Contact Person: _____ Phone No.: (_____) _____

B. Owner: _____ Project Title: _____
 Contract Price: \$ _____ Gross Profit: \$ _____ Completion Date: _____
 Contact Person: _____ Phone No.: (_____) _____

C. Owner: _____ Project Title: _____
 Contract Price: \$ _____ Gross Profit: \$ _____ Completion Date: _____
 Contact Person: _____ Phone No.: (_____) _____

45. List Five of Your Major Suppliers:

A. Name: _____ Phone No.: (_____) _____
 B. Name: _____ Phone No.: (_____) _____
 C. Name: _____ Phone No.: (_____) _____
 D. Name: _____ Phone No.: (_____) _____
 E. Name: _____ Phone No.: (_____) _____

46. List Three Subcontractors You Do Business With:

A. Name: _____ Phone No.: (_____) _____
 Contact Person: _____ Most Recent Project: _____

B. Name: _____ Phone No.: (_____) _____
 Contact Person: _____ Most Recent Project: _____

C. Name: _____ Phone No.: (_____) _____
 Contact Person: _____ Most Recent Project: _____

47. List any Life Insurance in Effect under the Company: (Please add More Lines if Needed)

A. Name: _____ Beneficiary: _____
 Amount: \$ _____ Cash Value: \$ _____ Insurance Co.: _____

B. Name: _____ Beneficiary: _____
 Amount: \$ _____ Cash Value: \$ _____ Insurance Co.: _____

48. List any Subsidiaries and/or Affiliates of the Company: (Please add More Lines if Needed)

	Name	Ownership	Type of Business
A.	_____	_____	_____
B.	_____	_____	_____

49. List the Full Name of Each Stockholder's/Owner's Spouse: (Please add More Lines if Needed)

	Full Legal Name	Social Security Number	Full Legal Name	Social Security Number
A.	_____	_____	D. _____	_____
B.	_____	_____	E. _____	_____

IMPORTANT
(Read Carefully)

The Undersigned hereby affirms that the foregoing statements made, and answers given, are the truth and are made to induce the Surety to execute or procure the execution of surety bonds, and any extensions, modifications, or renewal thereof, or substitution therefore. The undersigned further affirms that he/she understands the bond(s) applied for is a credit relationship, and hereby authorizes National Surety Services, Inc. and the Surety to gather such credit information as it considers necessary and appropriate for purposes of evaluating whether such credit should be granted. The Undersigned also acknowledges that any false or misleading information on an application for an insurance policy is subject to criminal and civil penalties.

By: _____ Title: _____ Date: _____
 (President, Partner or Owner)