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**R.K. Strong
Associates, Inc.**

commercial insurance / surety bonds



CONTRACTOR QUESTIONNAIRE

COMPANY ORGANIZATION / OPERATIONS

Contractor's Name: _____

Address _____

Telephone # _____ Web Site _____ Fax # _____

Date Business Started _____ Year of Inc _____ Tax I.D. # _____

Principals of Company

<u>Name</u>	<u>Yr of Birth</u>	<u>Position</u>	<u>% Owned</u>	<u>SS#</u>	<u>Name of Spouse</u>	<u>SS#</u>
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Have there been any changes in ownership over the past two (2) years? _____ If so, what changes have occurred? _____

Do the above principals have a majority (50% or more) ownership position in any other companies? _____ If so, what is your ownership %, name of company and type of business? _____

Is the company a beneficiary on any life insurance policy? _____ If so, on whom and how much? _____

What type of construction does your company undertake? _____

Type of work with own forces: _____ Subcontracted: _____

What type of work is performed as a prime? _____

What type of work is performed as a subcontractor? _____

What is the normal geographic area in which your company solicits works? _____

Has there been any significant changes or anticipated changes in the type of construction performed over the past couple years? _____

Key Personnel (Attach brief resumes if available)

Name	Year of Birth	Position	Years w/ Company	Years in Construction	Previous Employer
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

What is the largest backlog carried by the company: \$ _____
of Jobs _____ Year _____

Has your company ever failed to complete any work awarded to them? _____

Has any principal of your organization ever failed to complete a construction contract? _____

Has company, affiliated company, or an owner ever filed for bankruptcy? _____
In receivership? _____

Any open disputes on contracts or payment of labor or material bills? _____

Are any liens for labor, material or taxes filed against company or any contracts which have been completed or still remain open? _____

Are there any projects in the early stages of completion that had a bid spread in excess of 10%? If yes, please provide a brief explanation. _____

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REFERENCES

Suppliers/Subcontractor

Name of Suppliers/Sub	Contact Person	Phone #	Material/Service
1. _____	_____	_____	_____
2. _____	_____	_____	_____

3. _____
 4. _____
 5. _____

Architect/Engineer/Owner

Name	Contact Person	Phone #	Project
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

FIVE LARGEST PROJECTS COMPLETED AS OF TODAY'S DATE

<u>Year</u>	<u>Name of Project</u>	<u>Contract Price</u>	<u>Description</u>	<u>Contact/Phone #</u>	<u>Final Gross Profit</u>
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____

BANK CREDIT

Name of Bank _____ Account Exec. _____
 Address _____ Phone # _____
 Account Information: Savings Acct # _____ Checking Acct # _____
 Working Capital Line _____ Amount Outstanding _____
 Security on Line _____

ACCOUNTING

Name of Accounting Firm _____
 Contact Person _____ Phone # _____
 Number of years with Accounting Firm _____ Fiscal Year End Date _____
 Basis of Financial Statement: Cash _____ Straight Accrual _____ Completed Contract _____ % _____
 Basis of Tax Return: Cash _____ Straight Accrual _____ Completed Contract _____ % _____

Is your company a "Sub S" Corp.? _____ If yes, when did corporation obtain "Sub S" Status? _____
Does your company maintain individual job cost records? _____
How often do you produce financial information? _____
Does your company reference all invoices/payments with a specific job # _____
What is the company's payment policy? _____

CURRENT SURETY

Name of Surety Company _____ Agent/Broker _____

Program: Single \$ _____ Aggregate \$ _____

Rate: _____ Conditions: _____

Reason for considering a change: _____

BUSINESS MANAGEMENT

Does your firm prepare any of the following (please check where applicable):

- _____ Monthly Balance Sheet
- _____ Monthly Profit & Loss Statement
- _____ Cash Flow Analysis
- _____ Create and Monitor a Fiscal Budget
- _____ Monthly Aging of Accounts Receivables
- _____ Monthly Work in Progress Schedule

How many crews are you running as of the last year? # _____ Current year? # _____

Number of field employees? _____ Range this year: _____
Range last year: _____

SURETY REQUIREMENTS

Individual Project Size _____

Aggregate Uncompleted Backlog at any one time? _____
(cost to complete on open jobs)

Typical mix of bonded work _____% and non-bonded work _____%

What is the optimum number of projects on hand at any given-time? _____

Frequency of Bid Bond Requests _____

INFORMATION REQUIREMENTS

In order for us to respond in a timely manner to your request for credit, please enclose:

1. Last three (3) CPA Fiscal Year End Financial Statements
2. Most Recent in-house Balance Sheet, Profit & Loss Statement & Work in Progress Schedule
3. Copy of Latest Federal Corporate Tax Return
4. Current Personal Financial Statement & Most Recent Federal Tax Return
5. Current Bank Line of Credit

The undersigned does hereby authorize R.K. Strong Associates, Inc. and/ or its designated Surety to make inquiries as necessary concerning the undersigned's financial standing, credit, and ability to meet future financial obligations. I certify the above statements are accurate as of the stated date. A copy of this agreement shall be considered the same as the original. This authorization is to remain in full force until rescinded by the applicant in writing. These statements are made for the purpose of obtaining a bond. "Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, or misleading information is guilty of a felony in the third degree."

Signed and Dated