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**R.K. Strong
Associates, Inc.**
commercial insurance / surety bonds

Reduction in Retainage

To: Bond Dept / RK Strong Associates

From:

Fax: 610-524-7752

Pages:

Email: rstrong@strongassociates.com

Date:

Principal _____

Owner _____

Address of Owner _____

Contract Date _____

Contract Price _____

Project Description _____

Completion Date _____

Retainage reduced from _____ to _____

Special Forms or AIA _____

Number of Copies _____

Mailing Instructions First Class Mail _____ Fedex _____ Pickup _____

Comments _____

Please fax to 610-524-7752 or email to rstrong@strongassociates.com at least 5 days prior to bid

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