

**Bid Bond Request Form to Insurance Associates of Spencer  
From**

<i>Date of Request</i>	<i>Estimate of Bond Amount      Bid security (5%, 10% or specified amount</i>
<i>Date of Bid Letting</i>	<i>Municipality, REA, Other Bond Form Requested</i>
<i>For whom (Obligee) Name and Address</i>	<i>Project# and/or Project Description in Exact Wording As Needed on the Bond</i>
<i>Start Date</i>	<i>Completion Date</i>
<i>Per Diem Penalty (If None, Please State)</i>	<i>Owner Furnished Material? Yes or No  Dollar Amount?</i>
<i>Status of Outstanding Projects? (Please indicate project description, date and percentage of completion)</i>	
<i>Any Other Special Instructions for This Project? (i.e. <u>Special Bond Forms?</u>)</i>	

**Please Fax Your Bond Request As Follows:**

**Insurance Associates of Spencer**

*328 Grand Ave.*

*P.O. Box 860*

*Spencer, Iowa 51301-0860*

**FAX: 712-262-7316**

**Phone: 712-262-1918 or 800-743-6544**

**For Agency Use Only:**

*Date Request Received:* \_\_\_\_\_ *Approved By:* \_\_\_\_\_

*Date Approved:* \_\_\_\_\_

*Was Contract Awarded to Client:* \_\_\_\_\_ *Comments* \_\_\_\_\_