



Contractors Questionnaire

<i>Name of Company</i>	<i>Phone</i>
<i>Address (Street, City, State, and Zip)</i>	<i>Fax</i>

Type of Business				
<input type="checkbox"/> Corporation	<input type="checkbox"/> Sub-S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Limited Liability Company

<i>Year Company Was Started</i>	<i>Year Current Management Assumed Control</i>	<i>State of Incorporation</i>
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List Shareholders, Partners, or Proprietors

Name	Address	Date of Birth	Ownership Percentage	Name of Spouse

Will the above individuals and spouses personally indemnify the Surety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any Shareholder assets in trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If trusts exist, will they indemnify the Surety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Comments _____	

Officers and Key Personnel

Name	Position	Years of Experience	Years with Company	Previous Employer

Is there a buy/sell agreement among the owners of this company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is it funded by life insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a formal continuity plan in place addressing succession of management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company or owners petitioned for bankruptcy, failed in business, or defaulted on a contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company, owners, or officers been involved in litigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company ever been in claims with a Surety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Comments _____	

Operations

Contracting Specialty _____ Geographic Area _____

How many people does the company employ? _____ How many work crews? _____

Is the company union? Yes No

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

Does the company own the equipment necessary to accomplish their anticipated work program? Yes No

Does the company have any plans to purchase equipment? Yes No

Does the company lease its equipment? Yes No

What percentage of the company's work is normally sub-contracted? _____%

What trades are normally sub-contracted? _____

Are bonds required of sub-contractors? Yes No

What criteria does the company use to determine if a subcontractor is to be bonded? _____

What are the established procedures for review of bids before submission? _____

Largest amount of uncompleted work on hand? \$ _____ Year _____

Largest job you expect to do next year? \$ _____

Sales volume expected next year? \$ _____

Five Largest Contracts

1. Job Name		Contract Price	Gross Profit	Completion Date
Owner		Phone	Bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Job Name		Contract Price	Gross Profit	Completion Date
Owner		Phone	Bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Job Name		Contract Price	Gross Profit	Completion Date
Owner		Phone	Bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Job Name		Contract Price	Gross Profit	Completion Date
Owner		Phone	Bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Job Name		Contract Price	Gross Profit	Completion Date
Owner		Phone	Bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Five Major Suppliers

Name	Address	Phone	Fax	Contact Name

Affiliates & Subsidiaries

Name	Owner	Ownership Percentage	Function / Purpose of Company

Please disclose any intercompany transactions between the construction company and its affiliates or subsidiaries

Please disclose any shareholder receivables or payables with construction company and/or affiliates/subsidiaries, including amount and terms

Is the construction company and/or any of its owners acting as guarantors for bank, surety, or other obligations for any of the affiliate/subsidiary companies? Yes No

If yes, please explain _____

Is the construction company and/or any of its owners acting as guarantors for bank, surety, or other obligations for any other companies or individuals Yes No

If yes, please explain _____

Banking

Name of Bank _____ Contact Name _____

Address _____ Phone Number _____

Amount of Bank Line of Credit \$ _____ Assets Pledged _____

Personal Guarantors _____

Surety

Previous Sureties:

Name	Reason for Leaving

Bonding capacity needed for normal business activity:

Single Bond Size \$ _____ Aggregate Program \$ _____

Most recent bond rate \$ _____

Accounting

Name of Accounting Firm _____ Phone Number _____

Name of your CPA _____ Fiscal Year End _____

On what level of assurance are financial statements prepared? CPA Audit Review Compilation

On what basis are taxes paid? Cash Completed Job Accrual Percentage of Compilation

How often are statements prepared? Annually Semi-Annually Quarterly Monthly

Is there a full time accountant on staff? Yes No

How often do you prepare internal statements? Quarterly Monthly Other _____

What internal accounting software do you use? _____

Do you prepare work on hand schedules? Yes No

How often are they updated? Daily Weekly Monthly

Insurance

Life insurance on key personnel

Name	Beneficiary	Insurance Company	Amount	Expiration Date

Please provide insurance certificate or information below

	BI	PD	Carrier	Expiration Date
General Liability				
Auto Liability				
Umbrella				
Workers Comp.				
Professional Liability				
Other				

The applicant hereby authorizes State Auto to contact the references listed in this questionnaire and investigate personal credit history of owners and spouses.

Completed by: _____

Title: _____

Date: _____

In addition to this completed questionnaire, please submit the following items:

1. Last three years of CPA prepared financial statements with supporting schedules
2. If the last statement is older than 6 months, an interim statement would be required
3. If not already included, job schedules corresponding with the financial statements are needed
4. Personal financial statements for each owner
5. Copy of contractor's bank line of credit or letter from the bank regarding credit issued/remaining