

J. Ryan Bonding, Inc.

P.O. Box 465, Hudson, WI 54016
phone: 800-535-0006 / fax: 800-501-0989

PROCEDURES

** Please visit our web site at www.jryanbonding.com to obtain any required forms **

To Request a Bid Bond:

- Complete a Bid Bond Request Form and fax/email to us. Request forms received without shipping instructions will be mailed.
- Bid bonds will be issued on the standard American Institute of Architects form AIA 310 unless a specified form is indicated or provided.
- Review specifications as maintenance bond coverage over 1 year will result in additional bond premium.
- Upon receiving bid bond please review, sign, notarize and submit.

To Report Bid Results:

- Complete the Bid Bond Results Form (issued with the Bid Bond) and fax/email back to us.
- Bid bonds (not bid or returned to you by owner) do not need to be returned - please destroy.

To Request a Performance and Payment Bond (if "low bid" on a project):

- Complete a Performance/Payment Bond Request Form and fax/email to us with copy of the contract and specific bond forms we need to use.
- Additional information may be required; the bid spread is greater than 10%, the Owner is a Private Owner, or at the request of the Surety.
- Upon receiving bonds please review, sign, notarize and submit to the Owner or Engineer.

To Request a License Bond:

- Fax/email the License Bond Request Form along with any required bond forms.

To Request a Consent of Surety:

- Fax/email the Consent of Surety Request Form.
- Form G707 will be used unless a specific form is provided.

Terms and Conditions

Changes to contract prices, which result in a reduction or an increase in premium, will be adjusted accordingly. If you have questions about your rate, contact your agent.

Program capacity and rate structure are based on the underwriting information you supply; keeping information current avoids potential delays.