# Request for Payment Bond Information

**This is not a lien or bond claim, and this notice does not indicate there's a problem on this project**.

**Project**
Name: _____

Address: _____
_____

**Requesting Party**
Name: _____

Address: _____
_____

Services Provided: _____
_____

Hiring Company: _____

We were hired to furnish labor and/or materials to this construction project, and we look forward to working with you! Our services and/or materials were furnished at the request of the Hiring Company, who hired the Requesting Party.

Please furnish the following information for our records:

(1) the name and last known address of the governmental entity with whom the prime contractor contracted for the public work;

(2) a copy of the payment and performance bonds for the public work, including bonds furnished by or to the prime contractor; and

(3) the name of the surety issuing the payment bond and the performance bond, along with their address and telephone number.

These materials may be sent to the Requesting Party at the address above. If you have any questions, feel free to give us a call!

Thank you,

_____
_____ (Print)
_____ (Company Name)
_____ (Date)
_____ (Phone)

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