



**GRAHAM-NAYLOR AGENCY, INC.**  
*BONDING & INSURANCE SERVICES*

**BOND INFORMATION CHECKLIST**

**FINANCIAL**

- Prior three year-end financial statements
- Current interim in-house statement
- Personal financial statements on stockholders

**CREDIT**

- Letter from bank outlining line of credit arrangements
- Three credit references with phone no.'s

**HISTORY**

- Resume's on key people
- Three largest jobs completed: Amount, Date, Owner and Contact Person with phone no.
- Five performance references: Owners, Architects, GC's, Subs, etc., with phone no.'s

**MISC.**

- Financial statements on related entities
- Description of Continuity Provisions: Key-Man Life Ins., Buy-Sell Agreements, etc.
- Current Insurance Certificate

**We realize this seems like a lot of paperwork, but required only once. From then on it's just a matter of periodic updates.**