

## WORK IN PROGRESS

Contract (Name of Owner or General Contractor and Brief Description)	Total Contract Price (including Extras)	Billing to Date	Costs Incurred to Date	Estimated Costs to Complete	End Date	Comments (Satisfactory Progress, Deadlines) (Attach details if necessary)
<b>Totals</b>						

## CONTRACTS COMPLETED SINCE THE END OF THE FISCAL YEAR OR SINCE LAST WORK IN PROGRESS REPORT

Name of Owner or General Contractor and Brief Description of Work	Bond No.	Final Contract Price	Profit	End Date	Comments
<b>Totals</b>					



#### THE FOLLOWING DEFINITIONS ARE PROVIDED TO HELP YOU COMPLETE THIS REPORT

- **CONTRACT PRICE** and **ESTIMATED COST AT TIME OF BID** should include approved change orders only, and in the original estimated costs, the costs applicable thereto. Exclude claims and disputed items. If desired, an explanation of these elements may be attached. If contracts are on a unit price basis, and the number of units approved has increased or decreased since the bid date, adjust the original contract cost accordingly. Use the original contract cost and cost per unit as a basis and record these amounts unless the change in the number of units to be contractually operated has changed the cost per unit.
- All contracts should be listed: bonded, non-bonded, lump sum and cost plus.
- **COSTS** must be recorded in accordance with the breakdown in the financial statements (profit and loss report), excluding general and administrative costs (specifically non-allocated).
- **BILLING TO DATE** and **COSTS TO DATE** should be entered as of the same date or, when this report is provided jointly with the financial statements, consistent with their treatment therein.
- **ESTIMATED REMAINING COSTS TO COMPLETE** should be a revised figure reflecting developments that have occurred subsequent to the bid date, causing a change in total costs (or cost per unit), if any, not merely a subtraction exercise. After approximately 50% completion, it is imperative that costs be re-evaluated. In the early stages of a project, a re-evaluation of costs may be difficult and impractical.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send the completed, signed and dated application to [surety@revau.com](mailto:surety@revau.com).