

Fidelity & Deposit Company of Maryland

To Our Customer:

To assist us in giving you the best possible service, we would appreciate your providing us with updated information on all projects currently underway. When completing the schedule on the reverse side, please include any projects you have been awarded but on which you may not have started work, as well as projects completed since your last fiscal statement.

In completing this schedule, please keep the following suggestions in mind:

1. List all contracts including public and private, whether bonded or unbonded.
2. Under type of contract, please identify the following: fixed price or lump sum – “FP”, cost plus with no upset price – “CP”, cost plus with a guarantee maximum price – “CPM”, or time and material – “T&M”.
3. On cost plus contracts with no upset price or time and material contracts also show the fee (% or \$) under the Contract Price.
4. If any billings or costs include unapproved change orders, claims or disputed items, please asterisk (*) the item and give the amount and an explanation at the bottom of the page or if more convenient on a separate page.
5. Cost columns should include all direct projects costs but should not include any costs which are allocated on the profit and loss schedule as a part of general and administrative expenses.
6. The “Revised Estimated Cost To Complete” column should be based on a current revised estimate of all direct costs you anticipate will be incurred to complete the project. Please indicate below when and how often cost projections are reviewed as projects progress:

Labor costs _____

Material costs _____

Subcontracts _____