

Work On Hand Report

1. Statement of work in progress for the period ending: _____ Principal: _____

Please Note: Do not include "claims" or amounts in dispute.

				(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Owner , Project Name and Location	Estimated Completion Date (dd/mmm/yy)	Bonded Yes No If Yes Bond #	Basis*	Total Contract Amount And Approved Change Orders	Original Total Est. Costs Including Change Orders	Total Billed To Date Including Holdbacks	Total Payments Received To Date	Accounts Payables	Total Costs To Date	Revised Estimated Costs To Complete	Gross Profit Taken In Current Fiscal Year	Gross Profit Taken In Prior Fiscal Year
Totals:												

* Basis: L.S. – Lump Sum U.P. – Unit Price
 C.M. – Construction Management , state % or fee in Column 1
 C.M.R. – Construction Management at Risk, state % or fee in Column 1

- Instructions**
1. **Contract Price (1)**, and **Contractors Estimated Cost at Time of Bid (2)** should include approved change orders only, and in original estimated costs, the costs applicable thereto. Exclude claims and disputed items. If desired, an explanation of these items may be attached.
 2. All projects should be listed, Bonded, non-bonded lump sum and cost plus.
 3. **Total Billed to Date (3)**, **Total Payments Received to Date (4)** and **Total Costs to Date (6)** should be entered as of the same date and should be consistent with their treatment on the financial statement.
 4. **Revised Estimated Remaining Costs to Complete (7)**, should be a revised figure reflecting developments which have occurred subsequent to 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 a re-evaluation of costs be made. In the early stages of a project, a re-evaluation of costs may be difficult and perhaps impractical.
 5. If concurrent financial statements are not provided please complete **Appendix A** attached.

2. Contracts Completed During Last Fiscal Year Or Since Last Statement Of Work In Progress

Owner and Project Name	Final Contract Price	Total Final Costs	Gross Profit or Loss Per Fiscal Year		
			20	20	20

Comments (if needed): _____

Declaration: The undersigned hereby declares that:

1. All the information provided herein is to the best of my/our knowledge true, complete and correct and understand it will be used by the Travelers Insurance Company of Canada (hereinafter referred to as the "Surety") to determine credit worthiness;
2. The Surety may complete any blanks left or correct any errors in completing any blanks herein, and such insertions or corrections shall be prima facie correct.

Prepared for the Principal by: _____
 (print individual name and title)

ACKNOWLEDGMENT BY PRINCIPAL

Signature: _____
 I HAVE AUTHORITY TO BIND THE CORPORATION
 <<Name>>
 <<Title>>

Date: _____
 (dd/mmm/yy)

Appendix A

Complete only when financial statements are not provided for the same date.

1. Current Asset/Liability Position as at Work on Hand Position Date (specify if otherwise):

Cash in Bank – include all bank accounts	\$
Accounts Receivable – as of same date	\$
TOTAL:	\$

Due Bank – short term	\$
Outstanding Cheques	\$
Total Trade Payables and Accruals	\$
TOTAL:	\$

2. Others (since last financial statement):

Purchase of Fixed Assets	\$
New Loans on Fixed Assets	\$
Loans to Shareholders	\$
Dividends Declared or Paid	\$

Comments (if needed): _____

