

Public Project Bond Worksheet

Job _____

Contractor _____

Owner _____

Surety _____

Payment Bond Number _____

[] State or local government project

[] Federal project

Preliminary 20-Day Notice

Deadline

Done

1.	Immediately after contracting, send written request (<i>Form A</i>) to owner or general contractor for information needed to serve Preliminary 20-day Notice		
2.	Date when we first furnished labor and/or materials to the project		
3.	Serve Preliminary 20-Day Notice (<i>Form B</i>) within 20 days of date on line 2		
4.	Prepare Affidavit of Service (<i>Form C</i>) within 30 days of line 3		
5.	If labor and material we provide exceeds, by 20% or more, the amount stated in the Preliminary 20-Day Notice, serve a supplemental notice within 20 days		

Post-performance 90-day notice and action on bond

6.	Date when we last provided labor or materials to the project		
7.	If we do not have a contract directly with the general contractor, serve written notice of the labor and materials supplied and the amount claimed (<i>Form E</i>) to the general contractor within 90 days of line 6		
8.	File suit against contractor and surety on bond within one year of line 6		