



## INSTRUCTIONS FOR COMPLETING THE WORK IN PROGRESS/STATUS OF CONTRACTS FORM

As your surety, we are as interested as you in accurate progress reports on your construction work. This form is intended to help present such a report.

As a guide, the following definitions are given so that the data presented will be more meaningful.

1. CONTRACT PRICE and CONTRATOR'S ESTIMATED COST AT TIME OF BID 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.

If contracts are on a unit price basis, and the estimated number of units approved has increased or decreased since bid date, adjust the original contract price and costs accordingly, using the original price and cost per unit as a base, and enter these amounts unless the change in unit quantity has contractually operated to change the unit price.

2. All projects should be listed: Bonded, non-bonded, lump sum and cost plus.
3. COSTS should be entered consistent with financial statement (Profit and Loss Report) allocation, **excluding** general and administrative (specifically unallocated) overhead.
4. BILLED TO DATE and COSTS TO DATE should be entered as of the same date or, when this schedule is provided in conjunction with a financial statement, consistent with their treatment in the financial report.
5. ESTIMATED COSTS TO COMPLETE 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.

*If you have any questions, please contact your insurance agent or surety producer.*