



Dear Contractor,

We here at **Contract Bond Agency** appreciate the opportunity to serve your contract bond and commercial insurance needs. Your business is important to us and we want you to know that we will always be available to answer your questions and to respond to you as timely as possible.

There are a few things that you can do to assist us so that we can respond quickly and without need of additional information.

- 1. Provide thorough, complete information.**
- 2. Provide timely financial statements and Work-in-Progress reports.**
- 3. Do not hesitate to call us if you have any questions.**
- 4. Immediately let us know if you are not pleased with our service to you. If you have any problems or suggestions - let us know.**

The application package enclosed will take some time for you to put together. We will be able to process this information and respond to you faster if we receive all the information requested at one time. We have provided a **“Preparation Work Sheet”** which, hopefully, will assist you in preparing everything to return to us. After you have completed the initial package, the process becomes much easier. Again, **please let us know if you have any questions.**

We appreciate your business and look forward to working with you.

Sincerely,

Tom Young and Fred Thetford, Partners
Contract Bond Agency

P.S. Need equipment or commercial real estate financing? Call us; we have several financing programs at very competitive rates and terms.