

**THE NORWOOD COMPANY FORMS PACKAGE
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TO ALL SUBCONTRACTORS, SUPPLIERS, CONSULTANTS, ARCHITECTS & ENGINEERS:

Enclosed you will find the following forms for use with your Norwood contract or purchase order.

SAFETY FORMS:

FORM F-1 – Safety Requirements

PAYMENT FORMS:

FORM F-2 – Payment Application: This form must be used for all monthly requisitions.

FORM F-3, FORM F-3.1, and FORM F-3.2 – Lien Waivers: Attached are partial (F-3)(F-3.1)and final (F-3.2) releases for Subcontractors, Consultants, Suppliers or Sub-subcontractors which must be completed and submitted with each Payment Application. If an Owner requires releases on different forms, the additional forms will be attached to the Project Subcontract. Note that the partial release must be accompanied by the Verified List of Sub-subcontractors and Suppliers (Form F-3.1).

FORM F-4 and FORM F-4.1 – Liberty Property Trust Waiver of Liens: Attached are partial (F-4) and final (F-4.1) releases to be completed and submitted on projects where the Owner is Liberty Property Trust and requires these releases.

FORM F-5 –Joint Check Agreement: This form will be used at the direction of Norwood. Refer to Article 6 of the MSSA.

INSURANCE FORMS:

FORM F-6 – Insurance Memo: A current original Certificate of Insurance must be provided by your company, both at the time of the execution of your Master Standing Subcontract Agreement as well as with each Project Subcontract which may be issued. Please refer to the attached insurance memo, as well as the specific Project requirements detailed in your subcontract.

FORM F-6.1 – Certificate of Insurance Sample: Attached is a sample certificate of insurance for your reference.

SURETY BOND FORMS:

FORM F-7 – Bond Memo: Surety bonds are required for all subcontracts \$200,000.00 and over, or as may be otherwise designated by Norwood. Please refer to the attached bond memo for Norwood's requirements.

FORM F-7.1 – Subcontractor Surety Bond Forms: Attached please find the form of surety bonds required for use on Norwood Projects. If a bond is required on a Project, the surety bond forms will

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be filled in by Norwood and sent with the Project Subcontract. Where applicable, Subcontractor shall forward the surety bond forms to its surety agent for execution.

WARRANTY FORM:

FORM F-8 – Warranty: This form must be completed and submitted upon completion of your Work, unless otherwise specified by Owner in the terms of the Prime Contract.