



Contractors • Construction Managers • Design Builders

BOND MEMO

Attached please find the form of surety bonds required for use on this Project. All applicable Project and Subcontract information is included therein. Please kindly forward the attached form to your surety agent for execution. The only information your surety agent will need to add to the bond form is the name and address of both your company (**Subcontractor**) and the surety company. Alternate bond forms will **not** be considered by The Norwood Company.

Surety bonds must be returned with proper original signatures and seals. In the case of a corporation, the Bonds must be executed by an **authorized** officer (i.e. President/Vice-President), which signature must be properly attested to or witnessed. The officer's name and title must clearly appear with his/her signature. If someone other than an authorized officer signs the bonds, a corporate resolution must be provided to The Norwood Company indicating that the individual signing the bonds has the authority to do so.

All bonds shall be written by a surety rate A- or better by A.M. Best Company, listed in the latest edition of the U.S. Department of the Treasury's Listing of Approved Sureties (Department Circular 570). Bonds issued by sureties with a rating below A- will be rejected.

Submitted bonds shall be subject to approval. No payment shall be made to SUBCONTRACTOR prior to receipt of acceptable Bonds.

Any questions regarding execution of the bonds may be directed to:
The Norwood Company, c/o William J. Burke, Vice President & CFO
375 Technology Drive
Malvern, PA 19355
[tel. 610-240-4421/fax: 610-240-4484]
bburke@norwoodco.com

Properly executed bonds shall be forwarded to William J. Burke at the address indicated above.