

# MEI Contract Surety

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## DOCUMENT CHECK LIST

**THE FOLLOWING ARE THE DOCUMENTS REQUIRED FOR THE PROCESSING OF YOUR BOND:**

- Contractors questionnaire**
- Bond Request Sheet**
- Reference Letter**
- Year end CPA corporate financial statements for 2011, 2012 and at least an interim report in 2013 as of 6/30/13 or 9/30/13; if not the 12/31/13 in-house,**
- Personal financials on all owners and spouses with verification of liquid assets,**
- A list of open contracts with the name of the obligee and amount of the contract.**

**PLEASE BE ADVISED THAT WITHOUT THESE DOCUMENTS YOUR SURETY BOND WILL NOT BE PROCESSED.**