



Humphrey Stump & Haynie Insurance, Inc.

SALEM: 100 East Main St., PO Box 3205, Salem, VA 24153
T/540-389-2327 - 800-682-7593 - F/540-389-5901

MIDLOTHIAN: 1137 Jefferson Green, Midlothian, VA 23113
T/804-378-6750 - F/804-378-6753

WORK ON HAND FORM

As your surety, we are as interested as you in accurate progress reports on your construction work. The second page of this form is designed to help present such a report.

We ask that you take a moment to read these instructions before completing the work on hand schedule.

1. All projects should be listed: Bonded and unbonded, including cost plus.
2. Contract Price should include APPROVED change orders only. Claims and disputed items should not be included.
3. Costs should be entered on a basis consistent with the financial statement (P & L) allocation EXCLUDING general and administrative overhead.
4. Billed to Date and Cost to Complete should be as of a concurrent date. It should be consistent with the treatment in the financial statement.
5. Estimated Cost to Complete. This figure should be an accurate estimate of the cost remaining at the time this report is completed. It would reflect any developments which occurred after the bid date which would effect the final cost. You should NOT just subtract the cost to date from the original estimated cost.

Thank you,



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Sam_Lowman@hshi.com

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WORK -ON-HAND SCHEDULE

CONTRACTOR			STATUS AS OF (DATE)				
1	2	3	4	5	6	7	8
Job Description	Owner	Contract Price Plus Change Orders	Original Estimated Cost Plus Cost of Change Orders	Total Billed to Date incl. Retainage	Total Costs (Direct) to Date	Total Revised * Estimated Cost to Complete	Estimated Completion Date
TOTALS							

Contracts Completed Since Last Closing Statement or Last Report

Job Description	Owner	Final Contract Price	Total Cost	Gross Profit/Loss
TOTALS		\$	\$	\$

*MUST BE A NEW ESTIMATE OF REMAINING COSTS INCLUDING UNRECOVERABLE COSTS

Total Uncompleted

\$ _____

Total Uncompleted Work by Subcontractor

\$ _____

Bonded

\$ _____

Unbonded

\$ _____

Signed _____

Title _____