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Directions for Completing a Work on Hand

A work on hand is simply a chart outlining all projects currently in progress.
Your work on hand will be used in evaluating your bonding capacity and all bond requests.
As such, it is important that we have an accurate description of all projects on hand.
As a general rule, we require an updated work on hand quarterly.

1. Write your company name and the date at the top of the chart where indicated.
2. In the left hand column, provide us with a brief description of the project: Project Name & Obligee.
3. In the next two columns, provide the start date and anticipated completion date. Please do not include any projects that are complete.
4. Please indicate whether the project was bonded or not by checking the appropriate box.
5. In the column labeled "**CONTRACT PRICE**," enter the amount of the contract. This total should also include any change orders to the project. Please list only projects of $50,000 or more.
6. In the column labeled "**CONTRACTOR'S COST**," enter the amount it will cost you to complete the project (contract amount – profit).
7. In the column labeled "**TOTAL BILLED TO DATE**," enter the total amount you have billed to date.
8. In the column labeled "**TOTAL COST TO DATE**," enter the total amount it has cost you to do the project to date. This should not include any profit.
9. In the column labeled "**TOTAL REVISED COST TO COMPLETE**," enter the total amount it will cost you to complete the project. Generally you can use the following equation to reach the total:

   CONTRACTORS COST – TOTAL COST TO DATE = TOTAL REVISED COST TO COMPLETE
10. After you have completed entering all projects, total each column and record it in the bottom "**TOTALS**" fields.
11. In the bottom left section, record all totals:
    a. **Total Uncompleted Work** – This amount can be figured by adding all amounts listed in the "TOTAL REVISED COST TO COMPLETE" column.
    b. **Total Uncompleted Work By Sub Contractors** – Please enter the amount of your uncompleted work that will be done by subcontractors.
    c. **Bonded & UnBonded** – These amounts can be figured by adding the "TOTAL REVISED COST TO COMPLETE" fields for the bonded projects and then the unbounded projects.
12. After all totals have been entered, review and sign in the bottom right section.