**OMB Control No: 3245-0007**



**Expiration Date:**

Instructions: The small business must complete this form and submit it, either electronically or on paper, to the surety agent of choice. A list of participating surety agencies and the paper version is available on the Office of Surety Guarantees website at [www.sba.gov/osg](http://www.sba.gov/osg). If the application is submitted electronically, the pre-populated form can be printed from the E-App system.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SMALL BUSINESS ADMINSTRATION**  **SCHEDULE OF WORK IN PROCESS (ALL WORK-BONDED & UNBONDED-IF COST PLUS PLEASE INDICATE)** | | | | | | | | | |
| **BUSINESS NAME AND BUSINESS TRADE NAME** | | | | | **TAX ID OR SS NUMBER** | | | **DATE**  **AS OF** | |
| **JOB DESCRIPTION** | | **STARTING**  **DATE** | **COMPLETION**  **DATE** | **BONDED**  **YES / NO** | **CONTRACT PRICE**  **(Including Approved**  **Change Orders)** | **Total Billed to Date**  **Including Retainages**  **(Explain Any Dispute**  **Items)** | **Total Cost To Date** | | **Total Estimated Cost To Complete** |
| **1** |  |  |  |  |  |  |  | |  |
| **2** |  |  |  |  |  |  |  | |  |
| **3** |  |  |  |  |  |  |  | |  |
| **4** |  |  |  |  |  |  |  | |  |
| **5** |  |  |  |  |  |  |  | |  |
| **6** |  |  |  |  |  |  |  | |  |
| **7** |  |  |  |  |  |  |  | |  |
| **8** |  |  |  |  |  |  |  | |  |
| **9** |  |  |  |  |  |  |  | |  |
| **10** |  |  |  |  |  |  |  | |  |
| **11** |  |  |  |  |  |  |  | |  |
| **12** |  |  |  |  |  |  |  | |  |
| **13** |  |  |  |  |  |  |  | |  |
| **14** |  |  |  |  |  |  |  | |  |
| **15** |  |  |  |  |  |  |  | |  |
| **TOTALS** | |  |  |  |  |  |  | |  |
| **Signature Title** | | | | | | | | | |
| ***PLEASE NOTE:* The estimated burden for completing this form is 20 minutes per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to: Chief, Administrative Information Branch, Room 5000, U.S. Small Business Administration, 409 3rd St., SW. Washington, DC 20416; and Desk Officer for the Small Business Administration, Office of Management and Budget, New Executive Office Building, Room 10202 Washington, DC 20503.** | | | | | | | | | |

**SBA Form 994F (1/13) Previous Editions are Obsolete**